



CITY COUNCIL MEETING
Council Chamber, Burnaby City Hall
4949 Canada Way, Burnaby, B. C.

OPEN PUBLIC MEETING AT 7:00 PM
Monday, 2018 February 26

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
	A) Open Council Meeting held 2018 February 05	1
3.	<u>PROCLAMATION</u>	
	A) Black History Month (2018 February)	
4.	<u>REPORTS</u>	
	A) Financial Management Committee Re: 2018 - 2022 Provisional Financial Plan	14
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5. MANAGER'S REPORTS

1.	DRINKING WATER CONSERVATION PLAN	73
	Purpose: To inform Council of the amendments approved by Metro Vancouver to the Drinking Water Conservation Plan and request that Council direct the City Solicitor to amend the City's Waterworks Regulation Bylaw and Bylaw Notice Enforcement Bylaw.	
2.	METROTOWN DOWNTOWN PLAN 3925 KINGSWAY AND 5715 JERSEY AVENUE RESPONSE TO DELEGATION	100
	Purpose: To respond to Mr. Fleming with information on the Metrotown Downtown Plan as it relates to the subject property at 3925 Kingsway and 5715 Jersey Avenue.	
3.	BURNABY FARMERS' MARKET - 4949 CANADA WAY	104
	Purpose: To request Council approval for the 2018 Farmers' Market Season at Burnaby City Hall - north parking lot.	
4.	NAGAR KIRTAN PARADE – SATURDAY, 2018 APRIL 07	108
	Purpose: To seek Council approval for the Nagar Kirtan Parade.	

5. ANNUAL YOUTH WEEK BLOCK PARTY 112

Purpose: To seek Council approval for a road closure.

6. BUILDING PERMIT TABULATION REPORT NO. 1 115
FROM 2018 JANUARY 01 - 2018 JANUARY 31

Purpose: To provide Council with information on construction activity as reflected by the building permits that have been issued for the subject period.

7. REZONING REFERENCE #17-37 117
PRIVATE LIQUOR STORE

Purpose: To seek Council authorization to forward this application to a Public Hearing on 2018 March 27.

6. BYLAWS

A) First, Second and Third Reading

A) #13843 - Burnaby Local Area Service Construction (Project 13843
#18-701) Bylaw No. 2, 2018

A bylaw to authorize the construction of certain local area service works upon petition - \$2,067.00 to finance all necessary works for the purpose of removing and replacing of boulevard trees on Eglinton Street from Royal Oak Avenue to East Property Line 5268 Eglinton Street
(Item 6(B), Certificate of Sufficiency - Resident Initiated, Council 2018 February 05)

B) #13844 - Burnaby Capital Works, Machinery and Equipment 13844
Reserve Fund Expenditure Bylaw No. 4, 2018

A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$2,704,000 to finance the 2018 February Engineering Capital Infrastructure Bylaw Funding Request - Infrastructure
(Item 4(E), FMC Report, Council 2018 February 26)
Subject to approval of FMC Report Item 4(E)

B) Consideration and Third Reading

C) #13754 - Burnaby Zoning Bylaw 1965, Amendment Bylaw 13754
No. 20, 2017 - Rez. #16-51 (Portion of 9855 Austin Road)
From CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines) to Amended CD

Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre – Phase 1 Tower 2" prepared by GBL Architects Inc.) Purpose - to permit the construction of the second of four residential towers on Lougheed Core Area Phase 1 site within the Lougheed Town Centre Core Area

(Item 7(2), Manager's Report, Council 2017 May 01)

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- D) #13785 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 29, 2017 - Rez. #16-52 (Portion of 9855 Austin Road) From CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines) to Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre - Phase 1 Tower 3" prepared by GBL Architects Inc.) Purpose - to permit the construction of the third of four residential towers on the Lougheed Core Area Phase 1 site within the Lougheed Town Centre Core Area
(Item 6(7), Manager's Report, Council 2017 July 24)

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- E) #13827 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 42, 2017 - Rez. #17-19 (8339 Eastlake Drive) From CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District and Lake City Business Centre as guidelines) to Amended CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines, and in accordance with the development plan entitled "Eastlake Campus" prepared by Chip Barrett Architect) Purpose - to permit a minor increase in interior floor area
(Item 5(8), Manager's Report, Council 2017 December 11)

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- F) #13828 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 43, 2017 - Rez. #16-53 (Portion of 9855 Austin Road) From CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and

Lougheed Town Centre Plan as guidelines) to Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre - Phase 1 Tower 4" prepared by GBL Architects Inc.) Purpose - to permit the construction of the last of four residential towers on the Lougheed Core Area Phase 1 site, which incorporates a commercial space on the ground floor. The residential component of the tower will be a purpose built rental project.

(Item 5(7), Manager's Report, Council 2017 December 11)

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C) Third Reading, Reconsideration and Final Adoption

- G) #13829 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 44, 2017 - Text Amendment **13829**
Purpose - to amend the Burnaby Zoning Bylaw 1965 in regard to (1) clarifying definitions of certain dwelling types; (2) revising the conditions that apply when determining average front yard depth; (3) revising the definitions of side lot line, front yard, rear yard, and side yard; (4) revising front yard requirements for lots which qualify as both a corner lot and through lot; (5) requiring car wash stalls in the RM6, C8, and C9 Districts; (6) permitting an FAR exemption for amenity spaces in private hospitals and supportive housing facilities
(Item 4(F), PDC Report, Council 2017 December 04)

D) Reconsideration and Final Adoption

- H) #13833 - Burnaby Highway Closure Bylaw No. 1, 2018 **13833**
(Road Closure #17-05)
The purpose of the proposed bylaw is to close and remove the dedication of certain portions of highway – closure of a portion of unopened lane allowance between 7550 Rosewood Street and 7210 Mary Avenue (all that portion of lane in District Lot 30, Group 1, New Westminster District, dedicated by Plan 50955, containing 91.0m²) shown outlined on Reference Plan prepared by Eugene Wong, B.C.L.S.
(Item 7(9), Manager's Report, Council 2017 August 28 & Item 6(9), Manager's Report, Council 2018 January 22)

- I) #13835 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 2, 2018 **13835**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$3,584,000 to finance the 2018 January - Parks, Recreation & Cultural Services Capital Funding Bylaw Projects (Item 6(6), Manager's Report, Council 2018 January 22)
- J) #13839 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 3, 2018 **13839**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$450,000 to finance the Crosswalk at 7200 Cariboo Road Project (Item 5(1), Manager's Report, Council 2018 January 29)
- K) #13840 - Burnaby Local Improvement Fund Expenditure Bylaw No. 2, 2018 **13840**
A bylaw authorizing the expenditure of monies in the Local Improvement Fund - \$213,000 for the Roadworks program on MacPherson Avenue from Rumble Street to Neville Street (Project No. 18-005, Bylaw No. 13832) (Item 4(A), Certificate of Sufficiency, Council 2018 December 17)

7. **NEW BUSINESS**

8. **INQUIRIES**

9. **ADJOURNMENT**



COUNCIL MEETING MINUTES

Monday, 2018 February 05

An Open meeting of the City Council was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Monday, 2018 February 05 at 6:30 p.m. followed immediately by a Closed meeting from which the public was excluded. At the conclusion of the Closed meeting, the Open meeting was reconvened at 7:00 p.m. in the Council Chamber.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Derek R. Corrigan
Councillor Pietro Calendino
Councillor Sav Dhaliwal
Councillor Dan Johnston
Councillor Colleen Jordan
Councillor Paul McDonell
Councillor James Wang

ABSENT: Councillor Nick Volkow *(due to illness)*

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Ms. May Leung, City Solicitor
Ms. Kate O'Connell, City Clerk
Ms. Blanka Zeinabova, Administrative Officer

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the Open Council meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Council meeting reconvened at 7:02 p.m.

2. MINUTES**A) Open Council Meeting held 2018 January 29**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the minutes of the Open Council meeting held on 2018 January 29 be now adopted.

CARRIED UNANIMOUSLY

B) Public Hearing (Zoning) held 2018 January 30

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JOHNSTON

THAT the minutes of the Public Hearing (Zoning) meeting held on 2018 January 30 be now adopted.

CARRIED UNANIMOUSLY

3. PROCLAMATION**A) Heritage Week (2018 February 19 - 25)**

Councillor Wang, on behalf of His Worship, Mayor Derek R. Corrigan proclaimed the week of 2018 February 19 - 25 as **"Heritage Week"** in the City of Burnaby.

Letter from Kushiro City, Japan

His Worship, Mayor Derek R. Corrigan advised that he received a letter from Kushiro City Mayor, Ebina Hiroya, noting that one teacher and three students from the Kushiro High School are visiting in Burnaby for a week to learn and practice English.

4. DELEGATION

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- A) **Tom Fleming**
Re: Strata Condominium Density
Speaker: Tom Fleming

Mr. Tom Fleming appeared before Council expressing concerns with the Downtown Metrotown Plan including: high density, zoning, and loss of commercial space for local strata developments.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the delegation's concerns be **REFERRED** to staff for report.

CARRIED UNANIMOUSLY

5. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the correspondence be received.

CARRIED UNANIMOUSLY

- A) **Green Score Canada Ltd.**
Re: Greenest City Award Winner

Correspondence was received from Green Score Canada Limited announcing the City of Burnaby as co-winner of Canada's Greenest Midsized City 2017 Award. This award is given annually to the Cities with the highest scores in the Green Score City Index in three categories: Large, Medium and Small. Award ceremonies will be held locally on Earth Day, 2018 April 22.

His Worship, Mayor Derek R. Corrigan noted staff will contact the organization to acknowledge receipt of the award, and participate in the arrangements for its receipt at the upcoming events. Mayor Corrigan congratulated Council, staff and residents on the receipt of this award.

6. REPORTS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT Council do now resolve itself into a Committee of the Whole.

CARRIED UNANIMOUSLY

A) His Worship, Mayor Derek R. Corrigan
Re: 2018 City Appreciation Dinner

His Worship, Mayor Derek R. Corrigan submitted a report requesting Council approval for the costs associated with the 2018 City Appreciation Dinner.

His Worship, Mayor Derek R. Corrigan recommended:

1. THAT Council authorize payment of the cost of hosting the 2018 City Appreciation Dinner.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of His Worship, Mayor Derek R. Corrigan be adopted.

CARRIED UNANIMOUSLY

B) City Clerk
Re: Certificate of Sufficiency - Resident Initiated

The City Clerk submitted a report on the resident initiated Local Area Service Project petition.

The City Clerk recommended:

1. THAT Council receive the City Clerk's Certificate of Sufficiency covering the following 2018 Resident Initiated Local Area Service.
2. THAT on receipt of the successful petitions, the City Solicitor prepare a Local Area Service Construction Bylaw for the successful project.
3. THAT on receipt of the petitions, the City Solicitor prepare a Local Area Service Fund Expenditure Bylaw for the successful project.
4. THAT the owners of the properties on the petitions be advised of the outcome.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the City Clerk be adopted.

CARRIED UNANIMOUSLY

C) Planning and Development Committee
Re: 2018 Cycling and Walking Program

The Planning and Development Committee submitted a report seeking funding in support of programs to promote cycling and walking in 2018.

The Planning and Development Committee recommended:

1. THAT Council authorize the expenditure of \$12,400 from the Boards, Committees and Commissions budget for programs to promote cycling and walking in 2018, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Planning and Development Committee be adopted.

CARRIED UNANIMOUSLY

D) Planning and Development Committee
Re: Proposed Zoning Bylaw Text Amendments – 2018 January

The Planning and Development Committee submitted a report proposing a number of text amendments to the Burnaby Zoning Bylaw.

The Planning and Development Committee recommended:

1. THAT Council be requested to authorize the preparation of a bylaw amending the Burnaby Zoning Bylaw, as outlined in Section 2.0 of this report, for advancement to a Public Hearing at a future date.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Planning and Development Committee be adopted.

CARRIED UNANIMOUSLY

E) Public Safety Committee
Re: City of Burnaby 2017 Wildfire Support

The Public Safety Committee submitted a report providing a summary of City of Burnaby 2017 Wildfires Emergency Deployment.

The Public Safety Committee recommended:

1. THAT Council receive this report for information.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Public Safety Committee be adopted.

CARRIED UNANIMOUSLY

Council conveyed a heartfelt thank you to the Burnaby Fire Department, Burnaby RCMP and other staff that supported the emergency response to the 2017 Wildfires.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT His Worship, Mayor Corrigan send letters, on behalf of Council and Burnaby citizens, to police officers, firefighters and emergency support personnel in appreciation of their service.

CARRIED UNANIMOUSLY

F) Public Safety Committee
Re: Proposed Emergency Radio Amplification Bylaw

The Public Safety Committee submitted a report outlining terms for a new bylaw for the installation of radio amplification systems in new or renovated buildings to enhance public safety and emergency response.

Fire Chief, Joe Robertson appeared before Council and spoke in support of the new bylaw, and thanked Council and the Planning and Building Department for their assistance.

The Public Safety Committee recommended:

1. THAT Council authorize staff to prepare a bylaw on emergency radio amplification, as outlined in this report.
2. THAT a copy of this report be sent to the BC Minister of Municipal Affairs and Housing, the BC Construction Association, the Vancouver Regional Construction Association, the Urban Development Institute of BC, and the BC Broadband Association for information.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Public Safety Committee be adopted.

CARRIED UNANIMOUSLY

G) City Manager's Report, 2018 February 05

The City Manager submitted a report dated 2018 February 05 on the following matters:

7. MANAGER'S REPORTS

1. 2018 JANUARY - PARKS, RECREATION AND CULTURAL SERVICES CAPITAL FUNDING BYLAW

The City Manager submitted a report from the Director Parks, Recreation and Cultural Services seeking a Capital Reserve Fund Bylaw reflecting the corrected amount of \$3,584,000 to finance Park's capital projects.

The City Manager recommended:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw reflecting the corrected amount of \$3,584,000 to finance the projects included in the Capital Plan, as outlined in the 2018 January 22 Parks, Recreation and Cultural Services Capital Funding Bylaw report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**2. CONTRACT AWARD
DESIGN, SUPPLY AND INSTALL OF WORKS YARD
PORTABLE OFFICE BUILDINGS**

The City Manager submitted a report from Director Finance seeking Council approval to award a contract for the design, supply and install of Works Yard portable office buildings.

The City Manager recommended:

1. THAT Council approve a contract award to Britco Boxx Limited Partnership, for an estimated total cost of \$780,836 including taxes in the amount of \$83,661 as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered and unit prices as submitted.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**3. STRATA TITLE APPLICATION #17-01
6212 AND 6214 NEVILLE STREET**

The City Manager submitted a report from Director Planning and Building seeking Council authority to strata title an existing occupied two-family dwelling.

The City Manager recommended:

1. THAT Strata Titling of 6212 and 6214 Neville Street be approved subject to complete satisfaction of the Guidelines for Conversion of Existing and Occupied Two-Family Dwellings into Strata Title Units.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee now rise and report.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the report of the Committee be now adopted.

CARRIED UNANIMOUSLY

8. TABLED MATTER

A) Bylaws - First, Second & Third Reading
#13835 - Burnaby Capital Works, Machinery and Equipment
Reserve Fund Expenditure Bylaw No. 2, 2018
(Tabled 2018 January 29)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT Bylaw No. 13835 be now **LIFTED** from the table.

CARRIED UNANIMOUSLY

Councillor Wang noted that Bylaw No. 13835 reflects the corrected amount as per City Manager report, Item 7(1) of 2018 February 05 Council Agenda.

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JORDAN

THAT Bylaw No. 13835 be now introduced and read three times.

CARRIED UNANIMOUSLY

9. BYLAWS

First Reading

A) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 1, 2018 #13837
- Rez. #17-25 (6438/56/68 McKay Ave., 6443/55/67 Silver
Ave., 4305/25 Maywood St.)

- B) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 2, 2018 #13838
- Text Amendment

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JORDAN

THAT Bylaw No. 13837 and 13838 be now introduced and read a first time.

CARRIED UNANIMOUSLY

First, Second and Third Reading

- C) Burnaby Highway Closure Bylaw No. 2, 2018 #13836
(Road Closure #17-10000)
- D) Burnaby Capital Works, Machinery and Equipment Reserve #13839
Fund Expenditure Bylaw No. 3, 2018
- E) Burnaby Local Improvement Fund Expenditure Bylaw No. 2, #13840
2018

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR CALENDINO

THAT Bylaw No. 13836, 13839 and 13840 be now introduced and read three times.

CARRIED UNANIMOUSLY

Second Reading

- F) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 42, #13827
2017 - Rez. #17-19 (8339 Eastlake Drive)
- G) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 43, #13828
2017 - Rez. #16-53 (Portion of 9855 Austin Road)
- H) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 44, #13829
2017 - Text Amendment

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13827, 13828 and 13829 be now read a second time.

CARRIED UNANIMOUSLY

Reconsideration and Final Adoption

- I) Burnaby Capital Works, Machinery and Equipment Reserve #13834
Fund Expenditure Bylaw No. 1, 2018

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR CALENDINO

THAT Bylaw No. 13834 be now reconsidered and Finally Adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

10. **NEW BUSINESS**

a) **Councillor Calendino - Healthy Community Partnership**

Councillor Calendino advised that the Burnaby and New Westminster Healthier Community Partnerships (HCPs) were jointly awarded a Fraser Health Active Communities grant of \$45,000 to support a walking challenge in the spring of 2018. The launch of the Burnaby-New West Walks will be held on 2018 April 4 in Queens Park in New Westminster. A Wrap-up Walking Festival is planned for 2018 May 11 at the Edmonds Community Centre in Burnaby.

b) **Councillor Dhaliwal - Metro Vancouver Regional Parks Service**

Councillor Dhaliwal referred to a letter dated 2018 January 31 from Metro Vancouver requesting consent to amend the Metro Vancouver Regional Parks Service to remove Abbotsford as a participant in the regional park function.

The removal of the City of Abbotsford from the Metro Vancouver Regional Parks District is supportable given that Abbotsford is a member of the Fraser Valley Regional District. Abbotsford will now appropriately join the Fraser Valley Regional Parks District.

Staff support the resolution because the payments for, and benefits from, the Metro Vancouver Regional Parks system will now be directly aligned with the member municipalities of the Metro Vancouver Regional District.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR JORDAN

1. THAT the Council of the City of Burnaby approves the adoption of Metro Vancouver Regional District Parks Service Amending Bylaw No. 1255, 2017 by providing consent on behalf of the electors; and

2. THAT a copy of Metro Vancouver Regional District Bylaw No. 1255, 2017 and related Metro Vancouver reports be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

CARRIED UNANIMOUSLY

c) Councillor Jordan – Radio Broadcast Accuracy of Reporting, 2007 Burnaby Oil Spill

Councillor Jordan noted that Mr. Muir, during a radio broadcast (the Lynda Steele Show) commented that City of Burnaby workers were responsible for the 2007 oil spill. This comment is contrary to the findings of completed investigation reports.

Staff will undertake to request a formal correction from Mr. Muir.

d) Councillor Johnston - Cannabis Sale Regulations

Councillor Johnston advised that the BC government has released more information on the use of recreational marijuana when it becomes legal in Canada later this year.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR MCDONELL

THAT staff review the newly released Provincial Government framework on cannabis retail operations and report on the impacts of the regulations.

CARRIED UNANIMOUSLY

e) Councillor Wang - Chinese New Year

Councillor Wang advised that the 2018 Chinese New Year, the Year of the Dog, begins on Friday, 2018 February 16. He further noted that Councillor McDonell received the 2017 Community Contribution Award from the Canadian Community Service Association. Councillor Wang wished Council, staff and residents a Happy Chinese New Year.

11. INQUIRIES

There were no inquiries brought before Council at this time.

12. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT this Open Council meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Council meeting adjourned at 8:03 p.m.

Confirmed:

Certified Correct:

MAYOR

CITY CLERK



Office of The Mayor of the City of Burnaby

PROCLAMATION

BLACK HISTORY MONTH

- WHEREAS** The Black community in North America has designated February as Black History Month; and
- WHEREAS** It is a time when peoples of African origin affirm their contribution to the development of the local, national and global communities and assess their current place within those communities; and
- WHEREAS** In celebrating Black History Month, the local Black community affirms its place within the Canadian mosaic by presenting, throughout the month of February, a series of events that are designed to raise the level of public awareness of the multiplicity of cultures that make up the local Black community and the contributions that Black people have made, and continue to make, to the development of our country; and
- WHEREAS** The objective of Black History Month is to promote an understanding of multiculturalism and acceptance of racial diversity.

NOW THEREFORE I, DEREK R. CORRIGAN, MAYOR OF BURNABY,
DO HEREBY PROCLAIM THE MONTH OF FEBRUARY AS

"BLACK HISTORY MONTH"
IN THE CITY OF BURNABY.

Derek Corrigan

Derek R. Corrigan
MAYOR



Dated this 26th day of February, 2018 A.D.



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2018 – 2022 PROVISIONAL FINANCIAL PLAN

RECOMMENDATION:

1. THAT Council receive the 2018 – 2022 Provisional Financial Plan.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 15, received and adopted the attached report providing the 2018 – 2022 Provisional Financial Plan.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Finance Director Corporate Services Director Engineering Director Parks, Rec. & Cult. Services Director Planning & Building Director Public Safety & Community Services Director Human Resources Chief Librarian Fire Chief OIC, RCMP Chief Information Officer
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Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 February 14

FROM: DIRECTOR FINANCE

FILE: 6500-40
Reference: Provisional Budget

SUBJECT: 2018 – 2022 PROVISIONAL FINANCIAL PLAN

PURPOSE: To provide the 2018 – 2022 Provisional Financial Plan.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council receive the 2018 – 2022 Provisional Financial Plan.

REPORT

The purpose of the 2018 – 2022 Provisional Financial Plan is to present Council's direction for the City over the next five years and to provide a basis for public consultation under Section 166 of the Community Charter. An advertisement will be placed in the local paper at the beginning of March 2018 for two consecutive weeks requesting Burnaby citizens to provide comments regarding the 2018 – 2022 Provisional Financial Plan. The 2018 – 2022 Provisional Plan is an interim document provided in advance of the City's 2018 – 2022 Annual Financial Plan. The 2018 – 2022 Annual Financial Plan requires adoption by 2018 May 15 and is used to set City tax levies in open Council as required under Sections 165 and 197 of the Community Charter.

The 2018 – 2022 Provisional Financial Plan reflects the vision, values and goals of the City's Corporate Strategic Plan which is built upon the objectives of the trilogy of sustainability strategies (social, environmental and economic), the Official Community Plan and other City policies thus establishing the planning and resource context of our work. Community safety and security, as well as maintaining and improving existing community facilities and City infrastructure remain a focus. The Plan incorporates a proposed 1.50% property tax increase for 2018. This increase is required to fund operational and inflationary increases.

Estimates for the current year are based on available information at the time this Plan was prepared. Subsequent years' estimates may be increasingly less accurate but are an indication of priorities and will be updated annually in future financial plan documents.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK/ml

Attachment: 2018 – 2022 Provisional Financial Plan

Copied to: City Manager
Members of Management Committee



City of Burnaby

BRITISH COLUMBIA, CANADA

2018-2022 PROVISIONAL FINANCIAL PLAN



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“Ensuring citizens have access to affordable housing, the City of Burnaby has introduced a significant number of initiatives...”

CITY COUNCIL





Mayor Derek Corrigan



Councillor
Pietro Calendino



Councillor
Sav Dhaliwal



Councillor
Dan Johnston



Councillor
Colleen Jordan



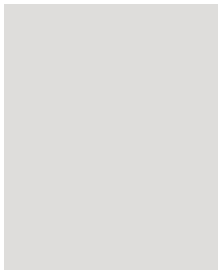
Councillor
Paul McDonell



Councillor
Nick Volkow



Councillor
James Wang



Vacant

MESSAGE FROM THE MAYOR



Mayor's Message

On behalf of Burnaby City Council, I am pleased to present the 2018-2022 Provisional Financial Plan, which sets out priorities for our City's future and highlights successes of the past year. It was a year that saw our 125th Birthday celebrations – along with Canada's 150th – and a year that saw significant achievements, including the development of a new Corporate Strategic Plan that articulates a vision, goals and objectives that will help to ensure the views and aspirations of our citizens, non-profits and businesses continue to shape our City.

Our town centres – Metrotown, Edmonds, Brentwood and Lougheed – continued to take shape in 2017, according to longstanding, community-driven plans designed to help protect parkland and green space while accommodating the thousands of new citizens choosing to call Burnaby home. At \$1.05 billion, building permit values for 2017 were the highest ever, with the next highest in 2015 at \$879 million.

We welcome this development because it accommodates thousands of new residents without using undeveloped land, adds valuable community amenities, protects parkland and single-family neighbourhoods, supports rapid transit, and creates the sustainable communities we planned more than 20 years ago.

Housing costs in Burnaby and throughout Metro Vancouver remain high. We know that providing significant additional market housing can help to decrease upward pressure on housing prices, and we remain focused on also creating additional special housing opportunities that can immediately address the need for low-cost housing. This has led to many new proposals and partnerships that will help thousands of people in our City.

One of our most recent successes is the partnership that will see a new, 14-storey apartment built in Metrotown that will have 125 non-market units. The project is a partnership between New Vista, B.C. Housing and Thind Properties, with B.C. Housing committing up to \$9.1 million and the City offering \$5.6 million of density bonus funding received from developers. We're very excited about this project and hope that it will be a model for other development. Construction is expected to start in May.

Burnaby has the third largest supply of non-market and cooperative housing in the region. Secondary suites continue to provide a ground-oriented rental housing option for Burnaby residents.

All city activities respect Burnaby's commitment to sustainability, and are guided by our official community plan and our award-winning Economic Development and Social Sustainability strategies and our new Environmental Sustainability Strategy. In September, we adopted a draft Dementia-Friendly Community Action Plan, which will help to meet the Social Sustainability Strategy's broad goals of community inclusion, community livability and community resilience.

Work is also advancing on the Transportation Plan update, which will explore creative and sustainable ways to manage the City's transportation needs while contributing to our social, economic and environmental objectives.

As we develop the plan, work continues on initiatives that have already been identified to enhance transportation corridors throughout the city, with the development and maintenance of roads, trails and bicycle paths throughout the city, often focused on enabling alternative, sustainable modes of transportation. And everywhere, we're focused on enhancing accessibility. In 2017, improvements were made in and around five facilities, including lifts, wheelchair access ramps, automated doors, and renovations to change rooms.

Having completed our trilogy of sustainability strategies, in 2017 Council created the Sustainable City Advisory Committee to advise Council on policy issues related to these plans. After looking at our goals on greenhouse gas reduction, for example, the Committee recommended that advancing an electric vehicle policy could help us to meet those aspirations. Work on that strategy is now under way.

As we continue to focus on providing exceptional recreation opportunities, we look forward to the completion in 2018 of the Willingdon Linear Park, a beautiful and unique multi-use green space linking the new Brentwood to the Heights. We will also see completion of Phase 2 (of three phases) of the Central Park Perimeter Trail. At the same time, we are working toward development of new ice rinks in the Edmonds area, complementing the array of recreational facilities now available at the new Edmonds Community Centre.

Council's commitment to environmental sustainability and pursuing initiatives that reduce both energy consumption and operating costs is being demonstrated throughout Burnaby. The LED Streetlight Conversion project, for example, which began in 2015, saw phase-three conversions completed in 2017, and will result in average annual cost savings of over \$620,000 for the first three phases. Burnaby will be the first City in the province to achieve full LED conversion.

The city's commitment to recycling will be seen in every neighbourhood, as new garbage and recycling receptacles are added at 481 bus stops and new collection vehicles increase pickup and sorting efficiency. And we've just introduced bi-weekly garbage collection, for single family curbside residents, with recyclable and compostable material still collected weekly. According to studies, 40 per cent of our garbage is food scraps and food soiled paper products. Separating these materials for weekly collection will divert this material for composting.

This is part of the City's overall waste reduction strategy that will help us reach our regional goal of 80% diversion by 2020, while providing residents with a more consistent collection pick up day. It will also allow us to enhance other services, such as large item collection and abandoned waste.

Our recently constructed Still Creek Works Yard and nearby Eco-Centre are also significantly increasing diversion from the waste stream.

The Beta Sanitary Pump Station, which is being built in the growing Brentwood Town Centre, features a design inspired by Burnaby's determination to revitalize streams and creeks. The building is to be constructed from wood, and its roof design enables the collection of rainwater, which flows into a rain garden and can be used to help green the park. The covered area in front of the building provides rain protection and shade – and resembles a leaf when viewed from above.

The City will also soon begin a sustainability-focused redevelopment of the existing Laurel Street Works Yard, as the existing operations centre no longer meets the our city's growing needs. The new facility will optimize energy consumption and work efficiency, and will feature state-of-the-art stormwater treatment.

Along the Fraser River, we'll continue to improve flood protection, by upgrading the linear dike between Glenlyon Creek and Byrne Road. This project will also include habitat enhancements within the Burnaby Fraser Foreshore Park. Habitat restoration is also taking place in areas such as: Deer Lake Park, Central Park and Burnaby Mountain.

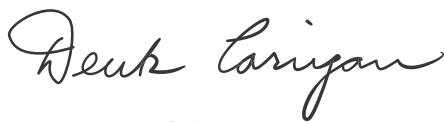
Throughout the City and inside City Hall, work is under way to optimize technological opportunities to streamline interactions for citizens and businesses – for everything from taxes, to bidding, to licensing and permitting processes. We know that this saves time, reduces waste and enables us to be more responsive.

With this in mind, we recently launched our new online Open Data portal, offering access to a wide range of operations data. This gives citizens, businesses and researchers direct access to City data. Citizens can explore, download, analyze and combine datasets, or interact directly with data through maps, tables and charts. Previously, people seeking access to this information would have applied individually and waited for it to be extracted and delivered.

Technology will also soon help to reduce fuel consumption in the City's fleet of vehicles. The current fuel management system will be replaced with a new automated fuel dispensing and monitoring system.

Our focus on efficiency, partnerships and innovation continues to ensure that the City's fiscal position remains strong. The investment portfolio totaled \$1.3 billion for the year and will provide investment income of more than \$45.1 million to City revenues; an annualized return of just over 3.22%. For 2018, \$44.5 million in investment income is expected. This income helps to reduce city taxes and provides funding for the city's capital investment in infrastructure replacement.

As we reflect on our many achievements of 2017 – and those of our first 125 years – it is clear that our success is the result of our strong history of planning and partnerships. Thank you to all of our citizens, business leaders and non-profit organizations for the exceptional contributions you make to the development of Burnaby every day. Thank you, too to city staff for your unfailing commitment to excellence on behalf of the city and our citizens. Together with all of you, Burnaby Council looks forward to ensuring that Burnaby exceeds our high expectations for the city's future.



Mayor Derek Corrigan

“Burnaby City Council is proposing a 1.5% property tax increase for 2018.”



OVERVIEW



READER'S GUIDE

This Reader's Guide is intended to introduce the content and layout of each of the major sections of the document to the reader.

The Financial Plan provides detailed funding requirements over the next five years and also serves as:

- A Policy Document which outlines the financial policies that guide the development of the Financial Plan and articulates financial priorities and issues;
- An Operations Guide which helps staff manage day-to-day operations and identifies financial and staffing resource requirements; and
- A Communications Device, which gives all readers a comprehensive look at the services provided by City and the costs and revenues attributed to those services.

The financial summaries within this document detail the City's total budget for the fiscal year of 2018. This includes the addition of one-time expenses endorsed by Council. However, the subsequent years of 2019 – 2022 include only the revenues and expenses required to maintain the same levels of service (including inflationary costs) as provided in 2018, as well as known changes due to growth and/or service level changes approved by Council.

The 2018 – 2022 Financial Plan is divided into eight major sections as follows:

OVERVIEW

This section provides the reader with a brief overview of this document. An executive summary on the changes and drivers of the Financial Plan as well as a brief history of the City of Burnaby, some of the services available to citizens and businesses, and an overview of the Organization is provided.

INTEGRATED PLANNING FRAMEWORK

This section outlines the City's planning processes with the Corporate Strategic Plan being the platform for decision-making. Each of the City's key results areas are described, achievements presented and future initiatives in relation to the key results areas outlined.

FINANCIAL POLICIES AND FUND STRUCTURES

This section lists the financial policies that drive decision making when building the five-year financial plan as well as outlines the City's fund structure.



CONSOLIDATED PLAN

This section addresses the challenges encountered and key budget assumptions used when building the financial plan. A consolidated statement of financial activities and major fund balances are also presented with further information on major revenue sources and a summary of expenditures by department.

OPERATING PLAN

This section includes operating budgets for each City department including brief descriptions of services provided by each department, departmental organization charts, staffing complements and respective five-year financial plans.

CAPITAL PLAN

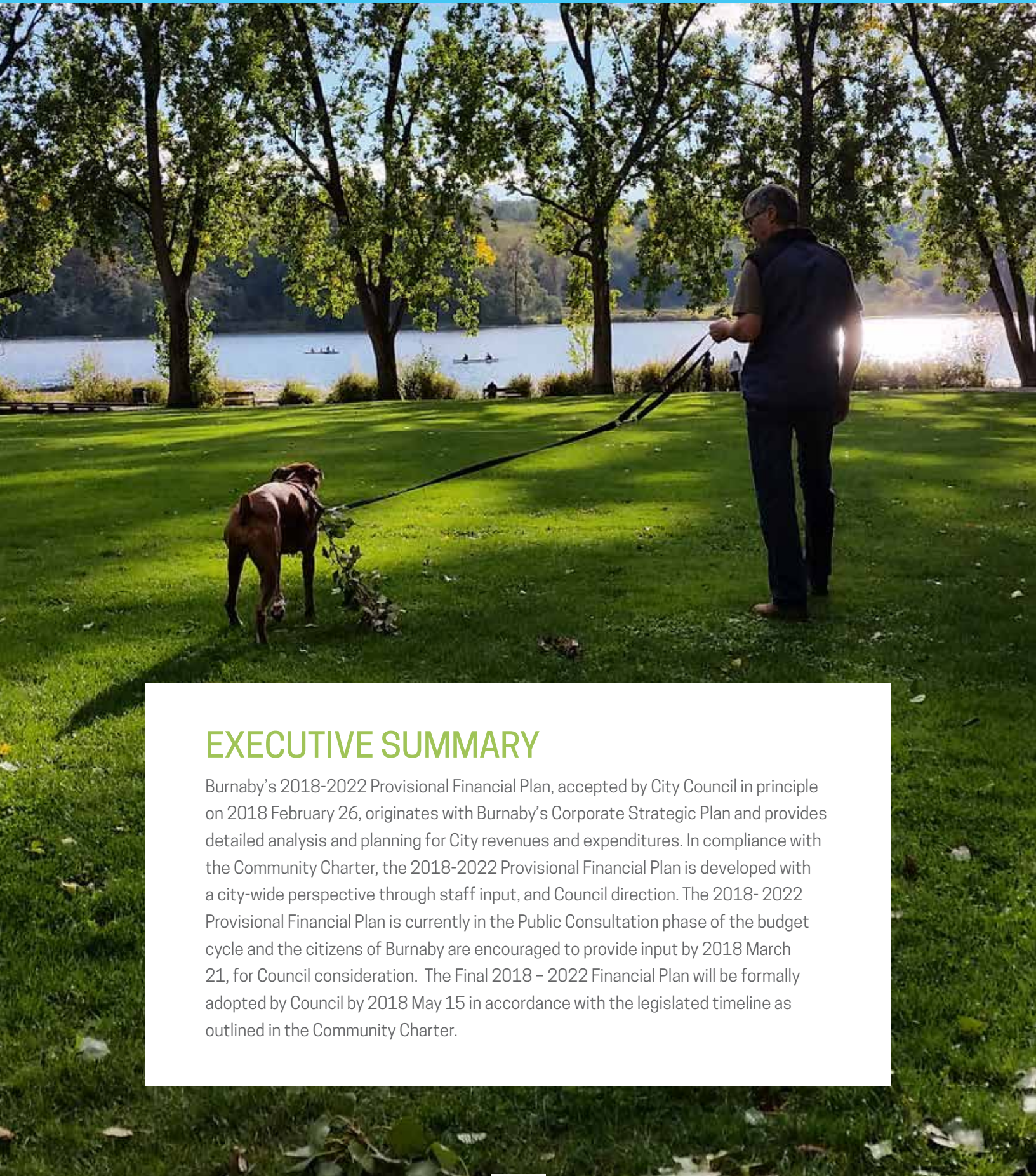
This section contains a summary of all of the capital expenditures budgeted and sources of funding for the 2018 – 2022 planning periods. Capital project highlights and operating impacts of capital projects are also addressed.

GLOSSARY

This section provides an alphabetical list of terms used in the Financial Plan along with their definitions.

APPENDICES

The City's Reserve Funds and Reserves are described in the Appendix of this document.



EXECUTIVE SUMMARY

Burnaby's 2018-2022 Provisional Financial Plan, accepted by City Council in principle on 2018 February 26, originates with Burnaby's Corporate Strategic Plan and provides detailed analysis and planning for City revenues and expenditures. In compliance with the Community Charter, the 2018-2022 Provisional Financial Plan is developed with a city-wide perspective through staff input, and Council direction. The 2018- 2022 Provisional Financial Plan is currently in the Public Consultation phase of the budget cycle and the citizens of Burnaby are encouraged to provide input by 2018 March 21, for Council consideration. The Final 2018 - 2022 Financial Plan will be formally adopted by Council by 2018 May 15 in accordance with the legislated timeline as outlined in the Community Charter.

The combined capital funding allocated to transportation, community safety and recreational facilities in the 2018- 2022 Financial Plan is \$193.2 million, representing 28.0% of the budget. The 2018 operating budget is focused on maintaining the same level and quality of City services. The 2018 operating plan includes additional funding to support the RCMP Burnaby Detachment, administrative services, corporate communications, enhanced parks, recreation and cultural services, increased inspection staff to support development, operating costs for new infrastructure, and several new initiatives such as the Parks safety enhancement initiative which includes additional security cameras, improved trail lighting, improved signage and a pilot bike patrol program.

The 2018-2022 Provisional Financial Plan incorporates a tax increase of 1.5% and no change in the waterworks utility and sanitary sewer fund rates. For an average residential home, the total municipal property tax levy will be approximately \$1,735 in 2018, an increase of \$25.59 over 2017. The anticipated property tax rate increase for 2019 to 2022 is approximately 3.0% per year.

The revenues and expenditures identified within the 2018-2022 Financial Plan are needed to deliver City services and programs to the standards established by Council, and to address the requirements of the Community Charter and other regulatory bodies. Council has approved initiatives that have been established in accordance with priorities and issues identified by the community and in a manner that adheres to the core principles of sustainability.

This 2018-2022 Provisional Financial Plan provides an overview of Burnaby's community profile and demographics, as well as the City government's organizational structure and governance. Burnaby also has a number of financial policies in place that provide for fiscal responsibility and ensure the City's long-term financial sustainability. The financial details included in this 2018-2022 Provisional Financial Plan are the Consolidated Statement of Financial Activities, the Five-Year Operating Plan Overview and the Five-Year Capital Plan Overview. In each section, we include examples of how this funding allocation supports the City's goals, with particular emphasis on the first year of the 2018-2022 Provisional Financial Plan.

The City will regularly report on progress towards achieving the City's strategic goals and how the financial activities and priorities in the budget align with these goals. Together, these components provide a comprehensive report on the City of Burnaby's financial planning for the next five years.

The result is a well-formulated approach to financial and strategic management that will enable Burnaby to meet the needs of the community and move toward achieving its vision of a world-class city committed to creating and sustaining the best quality of life for our entire community.

BURNABY AT A GLANCE



FROM 1892 TO 2017

Burnaby was incorporated in 1892 and shortly thereafter a new interurban railway connected the neighbouring cities of Vancouver and New Westminster. Although Burnaby was developed as an agricultural area, it quickly grew as a place favoured for its beautiful suburban homes and neighbourhoods. After World War II, Burnaby boomed with many new residential subdivisions and diverse commercial and industrial developments. From the 1960s to the 1980s Burnaby was transformed by the introduction of a new vision and planning for the City that defined major urban centres and a greater range of facilities in the commercial, industrial and institutional sectors. Today, Burnaby is a dynamic urban community with four vibrant town centres, technology and business centres, and a range of neighbourhoods that are served by outstanding parks and recreational facilities and civic amenities. In 2017, as the City celebrated its 125th Birthday, it is continuing to chart a path to being an economic, social, and environmentally sustainable city.



98.6 SQUARE KILOMETRES

Burnaby occupies 98.6 square kilometres and is located at the geographic centre of Metro Vancouver. It is situated between the City of Vancouver to the west and Port Moody, Coquitlam, and New Westminister to the east. To the north is the Burrard Inlet and the District of North Vancouver and to south is the Fraser River and the City of Richmond. The elevation of Burnaby ranges from sea level to 370 metres, (~1,200 feet) at the top of Burnaby Mountain. Burnaby's physical landscape includes hills, ridges, valleys, alluvial plains, two freshwater lakes, a saltwater beach, and over 25% of the City is designated park and green spaces.

POPULATION



232,755

People (2016)

While Burnaby occupies just over 3% of the land area of Metro Vancouver, it accounts for approximately 10% of the Region's population. It is the third most populated urban centre in British Columbia with a total population of 232,755 in 2016.

HOUSEHOLD STATISTICS 2016



2.9

Average Persons Per Family



40.3 years old

The population is getting older. In 1996, the average age was 37.8, compared to 40.3 in 2016.



59% of the population aged 15 years and older has a post-secondary certificate, diploma, or degree.



\$82,751

Median Family Income (2015)



62%

Owner Households



38%

Tenant Households

50% of

Burnaby's population identify as immigrants. The top three countries of birth were China, Hong Kong, and the Philippines.

POPULATION BY AGE IN 2016



10,865

Aged 0-4



32,800

Aged 5-19



55,925

Aged 20-34



48,070

Aged 35-49



48,235

Aged 50-64



26,650

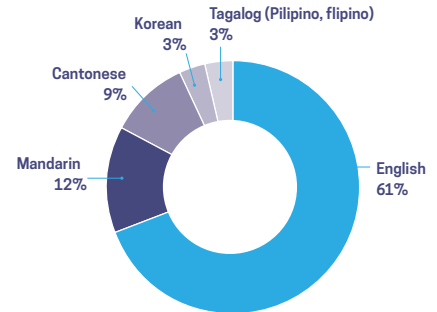
Aged 65-79



10,205

Aged 80+

TOP 5 LANGUAGES MOST SPOKEN AT HOME



LABOUR FORCE



125,815

People over 15 years of age in the labour force



6.4%

Unemployment Rate

OCCUPATION

26%



Sales & Service Occupations

19%



Business, Finance & Administration Occupations

11%



Trades, Transport and Equipment Operators and Related Occupations

10%



Management Occupations

10%



Education, Law & Social, Community & Government Services

24%

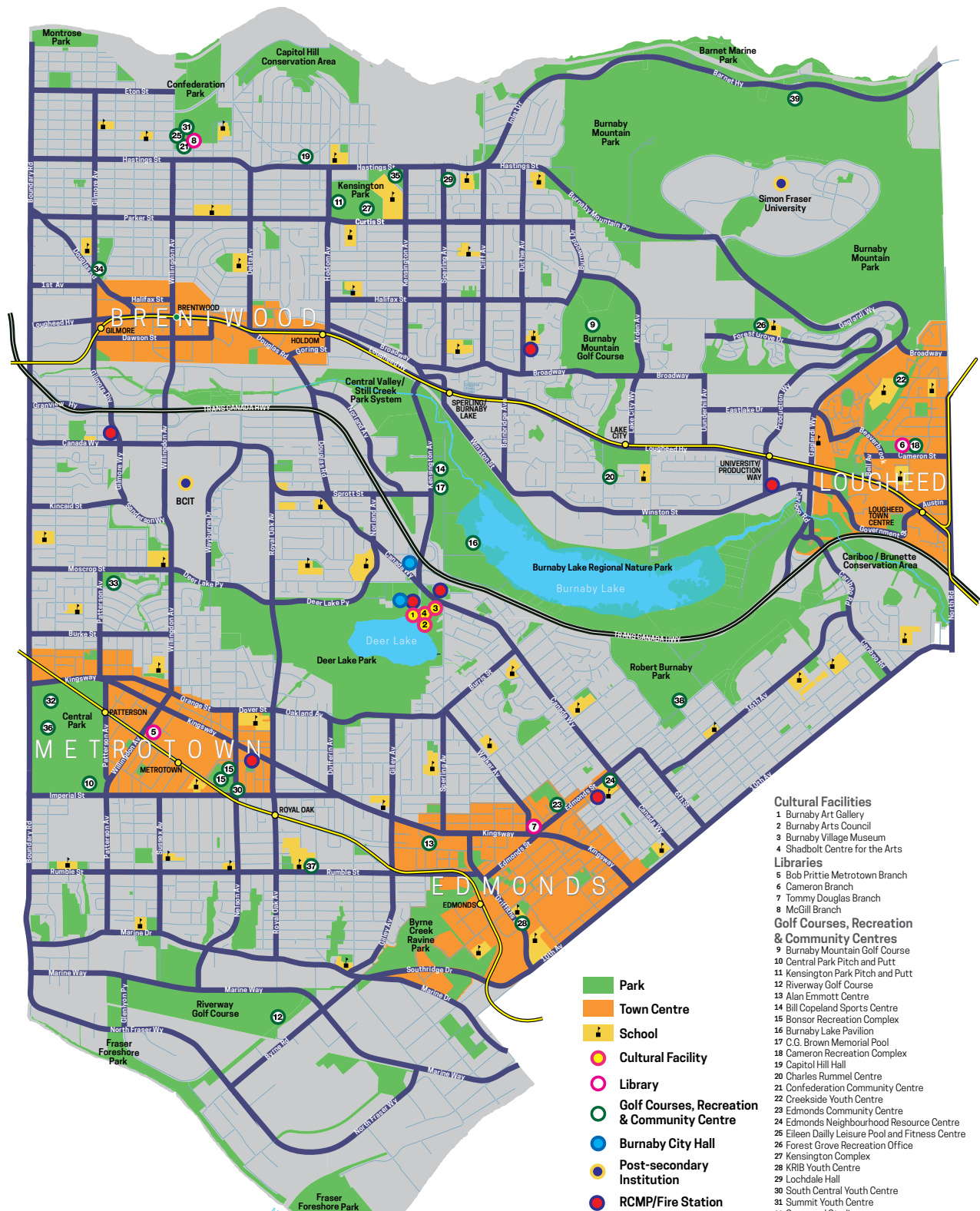


All Other Occupations

1/3

of Burnaby residents walk, cycle, or take transit to work.





Cultural Facilities

- 1 Burnaby Art Gallery
- 2 Burnaby Arts Council
- 3 Burnaby Village Museum
- 4 Shadbolt Centre for the Arts

Libraries

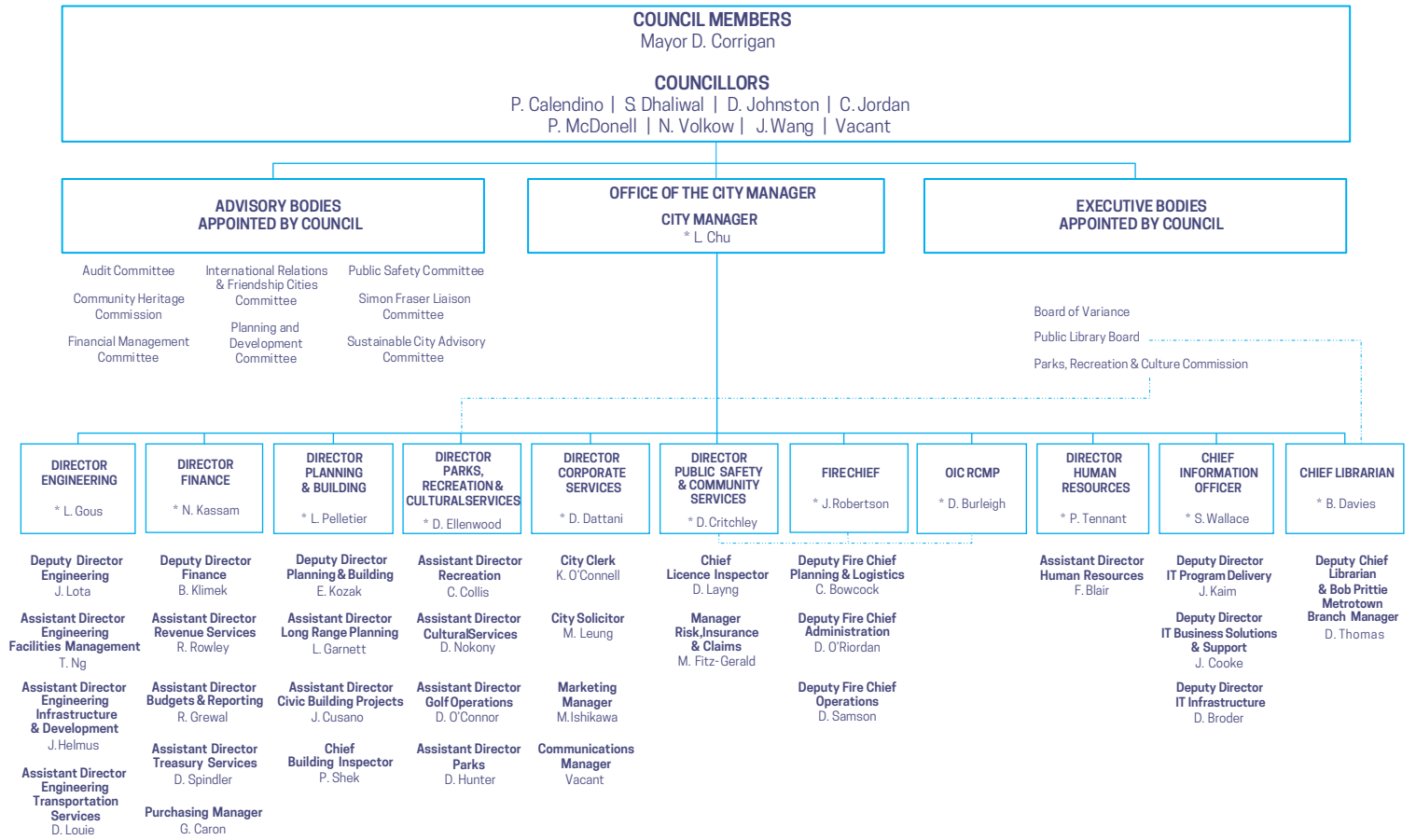
- 5 Bob Prittie Metrotown Branch
- 6 Cameron Branch
- 7 Tommy Douglas Branch
- 8 McGill Branch

Golf Courses, Recreation & Community Centres

- 9 Burnaby Mountain Golf Course
- 10 Central Park Pitch and Putt
- 11 Kensington Park Pitch and Putt
- 12 Riverway Golf Course
- 13 Alan Emmott Centre
- 14 Bill Copeland Sports Centre
- 15 Bonsor Recreation Complex
- 16 Burnaby Lake Pavilion
- 17 C.G. Brown Memorial Pool
- 18 Cameron Recreation Complex
- 19 Capitol Hill Hall
- 20 Charles Rummel Centre
- 21 Confederation Community Centre
- 22 Creekside Youth Centre
- 23 Edmonds Community Centre
- 24 Edmonds Neighbourhood Resource Centre
- 25 Eileen Dailly Leisure Pool and Fitness Centre
- 26 Forest Grove Recreation Office
- 27 Kensington Complex
- 28 KRIB Youth Centre
- 29 Lochdale Hall
- 30 South Central Youth Centre
- 31 Summit Youth Centre
- 32 Swangard Stadium
- 33 Wesburn Community Centre
- 34 Willingdon Heights Community Centre
- 35 Kensington Outdoor Pool
- 36 Central Park Outdoor Pool
- 37 McPherson Outdoor Pool
- 38 Robert Burnaby Park Outdoor Pool
- 39 Burnaby Mountain Bike Skills Facility

- Park
- Town Centre
- School
- Cultural Facility
- Library
- Golf Courses, Recreation & Community Centre
- Burnaby City Hall
- Post-secondary Institution
- RCMP/Fire Station

CITIZENS OF BURNABY



*Members of the Management Committee
This organization chart shows reporting relationships only
and does not necessarily reflect levels of responsibility

Current as of 2018 February 13

CITY GOVERNMENT

City Council

Burnaby City Council is comprised of a Mayor and eight Councillors who are elected by the citizens of Burnaby and hold office for a four-year term. City Council is responsible for municipal government services, local government leadership and decision-making in the City of Burnaby, and is granted its powers by the provincial government. The legal framework and foundation for all local governments in British Columbia is set out in the Local Government Act and the Community Charter, which provide City Councils, and the local government bodies, the necessary powers and discretion to address existing and future community needs, the authority to determine the public interest in their community within the established legislative framework, and the ability to draw on financial and other resources that are required to support community needs.

City Council has the authority to enact and enforce bylaws and policies that relate directly to community needs, and to collect taxes and fees to fund those activities and services. City Council is ultimately responsible for establishing the policies, for carrying out those policies, and for the overall administration of civic business.

City Council meets as a whole on three Mondays a month (with some exceptions). It is during these meetings that Council adopts the bylaws and policies referred to above. These meetings are open to the public and are webcast live.

Council has established Executive and Advisory Bodies that meet monthly to review policy, make decisions within guidelines and provide strategic advice to Council.

Executive Bodies

Executive Bodies, appointed by Council, make decisions within guidelines provided by Council and include:

Board of Variance:

Legislated under the Local Government Act of British Columbia, the Board of Variance is accountable for approving requests for minor variances to the Burnaby Zoning Bylaw regarding the site, size and dimensions of buildings, but not those involving land use or density. Appeals to the decisions of the Board must be directed through the Provincial Court.

Burnaby Public Library Board:

Legislated under the Library Act of British Columbia, the Library Board is accountable for the governance and management of the Burnaby Public Library.

Parks, Recreation & Culture Commission:

Accountable for development, maintenance and operation of all parks, golf courses and recreation programs for the City of Burnaby.

Advisory Bodies

Advisory Bodies, also appointed by Council, provide strategic advice to Council and include:

Audit Committee:

Assists, advises and makes recommendations to Council regarding the fulfilment of Council's oversight responsibilities relative to City financial reporting, external audit requirement, internal control and audit, quality assurance and risk management and compliance with financial regulations and policies.

Community Heritage Commission:

Legislated under the Local Government Act of B.C. and advises Council on matters concerning the identification, management, and preservation and/or restoration of buildings and sites with historical significance in Burnaby.

Financial Management Committee:

Ensures the City's goals of maintaining value, quality and citizen satisfaction, the Financial Management Committee oversees the planning and construction of major civic buildings, advises on the City's annual budget and expenditures, recommends the Citizen of the Year, allocates grant funding and administers the Festivals Burnaby Program. The Committee also considers Senior Exempt human resources issues as required.

International Relations & Friendship Cities Committee:

Acts as an advisory body for international relations and the Sister/Friendship City program and assists Council in exploring opportunities for mutual economic and cultural benefits with other cities across the globe.

Planning & Development Committee:

Advises Council on transportation planning, affordable housing, City land leasing for non-market and special needs housing, planning issues for residential land use and reports on the impacts of federal and provincial policies on the aforementioned topics.

Public Safety Committee:

Collaborates with the RCMP Burnaby Detachment, Burnaby Fire Department and Engineering Department to implement and promote public safety programs and initiatives while providing an opportunity for the public to have input into community safety priorities.

Simon Fraser Liaison Committee:

Liaises with Simon Fraser University on matters of common interest.

Sustainable City Advisory Committee:

Advises Council on policy issues related to the City's social, economic and environmental sustainability. Foundational documents including the Official Community Plan, the Burnaby Economic Development Strategy 2020, the Burnaby Environmental Sustainability Strategy and the Burnaby Social Sustainability Strategy inform and provide context for the priorities and actions of the Committee.

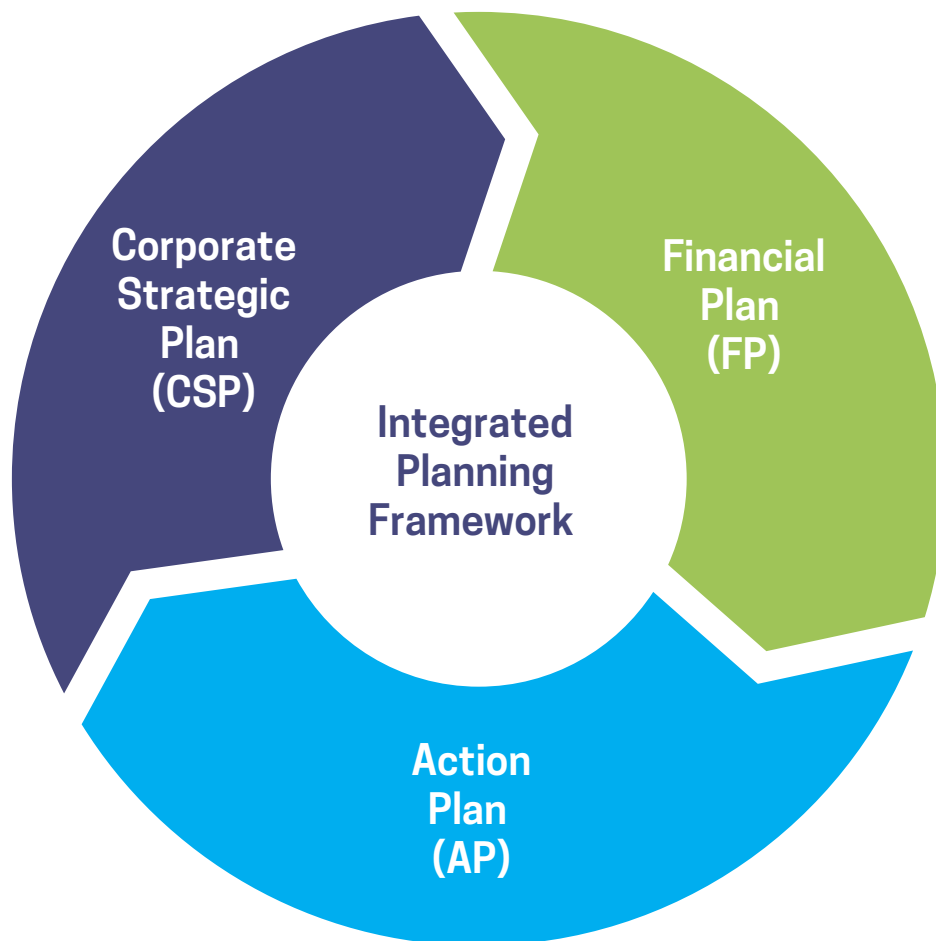


“The foundation for coordinating and advancing activities in support of the overall vision...”

INTEGRATED PLANNING FRAMEWORK

The City of Burnaby utilizes an integrated planning framework as the foundation for coordinating and advancing activities in support of its overall vision.

The framework, comprised of three separate but complementary planning processes, results in a set of integrated plans that guide City actions and decisions. The Corporate Strategic Plan (CSP), the Financial Plan (FP) and the Action Plan (AP) establish the principles that drive the delivery of services, building on optimal strategies and activities to advance implementation of the overall vision and goals of the City.



Corporate Strategic Plan

The City of Burnaby's **Vision** is to be **"A World-Class City Committed to Creating and Sustaining the Best Quality of Life for Our Entire Community"**. In Burnaby the path to achieving our vision rests on our core values as outlined in the Corporate Strategic Plan (CSP). The CSP is founded upon and guided by the goals that the City has established through a series of forward-thinking, long term plans including the Council adopted trilogy of sustainability strategies (social, environmental and economic), the Official Community Plan and other City policies which establish the planning and resource context of our work.

Through the CSP, the City has articulated its core **Values** of **Community, Integrity, Respect, Innovation and Passion**, which describe how we do our work, and are the principles that guide our actions and decisions.

Key Results Areas

The CSP outlines six key results areas or goals which describe the focus areas of our work, and which help us prioritize our efforts and resources. Our goals include:

1. A SAFE COMMUNITY
2. A CONNECTED COMMUNITY
3. AN INCLUSIVE COMMUNITY
4. A HEALTHY COMMUNITY
5. A DYNAMIC COMMUNITY
6. A THRIVING ORGANIZATION

For the 2018-2022 Provisional Financial Plan, departments have outlined their contributions in the following section. This section links current departmental accomplishments – what we achieved in 2017 - and what we strive to achieve in the future - services, programs, and strategies within the framework of the CSP goals.



STRATEGIC GOAL 1: A SAFE COMMUNITY

Our goal of a **Safe Community** is grounded in five key focus areas:

- **CRIME PREVENTION & REDUCTION:** Ensure citizens and businesses feel safe in our community,
- **EMERGENCY PREPAREDNESS:** Enhance plans, procedures and services so that we are better prepared to respond to emergencies and are able to maintain City services,
- **EMERGENCY SERVICES:** provide responsive emergency services,
- **TRANSPORTATION SAFETY:** Make City streets, pathways, trails and sidewalks safer, and
- **COMMUNITY AMENITY SAFETY:** Maintain a high level of safety in City buildings and facilities for the public and City Staff.

CRIME PREVENTION & REDUCTION

What We Achieved in 2017

- » **Opioid Crisis Response:** Distribution of Naloxone kits to all Burnaby RCMP Members ensuring the safety of members and the public during the current opioid crisis.

Responsible Department: Public Safety & Community Services Department

- » **Safe Community Series:** Burnaby RCMP continued this program, facilitating a number of forums and events in support of public safety and education.

Responsible Department: Public Safety & Community Services Department

- » **Property Use Coordination (PUC):** The PUC team in the Burnaby Licence Office works with property owners to ensure that Burnaby properties are kept clean and free of debris, maintained to enhance the visual appeal of Burnaby neighbourhoods and provide surrounding property owners with peace of mind through the Burnaby Unsightly Premises Bylaw.

Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Creation of a Criminal Crash Investigation Team:** Creation of a team that will assume conduct of all collisions where a fatality has occurred, any significant injury collision that has a criminal aspect and provide advice and guidance when required on any other collision investigations.

Responsible Department: Public Safety & Community Services Department

- » **Bicycle Patrol:** Burnaby's Bike Section will continue to be effective in disrupting street level drug distribution, ensuring that prolific offenders are kept off the streets of Burnaby, and proactively patrolling a number of parks which are associated with anti-social behaviour.

Responsible Department: Public Safety & Community Services Department

- » **Safe Community Series:** In consultation with Burnaby residents and local community groups the safe community series will continue.

Responsible Department: Public Safety & Community Services Department

EMERGENCY PREPAREDNESS

What We Achieved in 2017

- » **Backup Power:** The City increased power provisions and added a backup uninterrupted power supply (UPS) unit to its Data Centre.

Responsible Department: Office of the City Manager, Information Technology Department

- » **Hazard, Risk, Impact, Vulnerability Assessment (HRIVA):** Completion of HRIVA which identifies the potential hazards in Burnaby, assesses the risk exposure, and evaluates potential impacts and vulnerabilities.

Responsible Department: Public Safety & Community Services Department

- » **Disaster Debris Management (DDM) Guideline and Flood Management Guideline:** Developed the DDM guideline and reviewed and updated the Flood Management guideline which outlines numerous strategies and considerations for the sorting, storage and removal of disaster-generated debris and presenting the planning and operational framework for freshet flood response, as part of the City's Emergency Plan.

Responsible Department: Public Safety & Community Services Department

- » **Digital Fire Training System:** Acquisition of a digital fire training simulator comprised of waterproof panel using five thermal sensors along with self-generating digital flames and sound effects to provide firefighters with an interactive training experience.

Responsible Department: Public Safety & Community Services Department

- » **Emergency Medical Care Training Simulator:** Acquisition of Emergency Medical Care Training Simulators to replace aging medical injury simulation tools with more advanced models.

Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Staff Preparedness:** Prepare and train staff to support the continuum of operations and assist the community.
Responsible Department: Public Safety & Community Services Department
- » **Disaster Recovery Plan:** Development of a plan for the City's critical systems and infrastructure.
Responsible Department: Office of the City Manager, Information Technology Department
- » **Backup Power:** Add a generator for the Burnaby Mountain Clubhouse.
Responsible Department: Office of the City Manager, Information Technology Department
- » **Evacuation Guideline and Emergency Operations Centre Plan:** Complete a comprehensive review ensuring risk exposures are addressed.
Responsible Department: Public Safety & Community Services Department
- » **Crisis Communications Strategy:** Development of a strategy that would include the approaches for communications alternatives in situations where communications are not accessible, disrupted or overloaded.
Responsible Department: Public Safety & Community Services Department

EMERGENCY SERVICES

What We Achieved in 2017

- » **Group Lodging Supplies Trailer:** A trailer was purchased to enhance the capacity of the City's Emergency Support Services Team and included a 50-bed barrack-style temporary lodging facility.
Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Staff Training:** Continued Emergency Management training to support the workforce and community.
Responsible Department: Public Safety & Community Services Department

TRANSPORTATION SAFETY

What We Achieved in 2017

- » **Safety Improvements at Canada Way and Rayside St:** In response to the high incidence of speed related crashes near this intersection, traffic safety improvements were installed.
Responsible Department: Engineering Department
- » **Median Fencing along Willingdon Ave between Kingsway and Kingsborough:** To prevent jaywalking and reduce the number of pedestrian related incidences along Willingdon Ave, a decorative fence was installed.
Responsible Department: Engineering Department
- » **Traffic Signal at Marine and Nelson:** Traffic controls were upgraded from a 4-way stop control to a full traffic signal.
Responsible Department: Engineering Department
- » **Stabilization of Localized Landslide/Slump near 5500 Block of Penzance Drive:** Increased the stability of the slope by installing drainage to reduce build-up of pore water pressures in the soil due to ground water seepage, surface water run-off, and potential rainwater and/or snowmelt infiltration.
Responsible Department: Engineering Department
- » **Winter Storm Response:** A strategy was developed in response to the 44 day period spanning December 4, 2016 to January 16, 2017 where temperatures were below 0 degrees Celsius.
Responsible Department: Engineering Department

What We Strive to Achieve in the Future

» **Traffic Safety Improvements:** Planned traffic safety improvements in 2018:

- Upgrade pedestrian crosswalks with rapid rectangular flashing beacons at North Fraser Way and Northbrook, North Fraser Way and Fraserwood, Halifax and Augusta, and Eastlake and Centaurus. New crosswalk with side mounted rapid rectangular beacons on Oakland at Dufferin
- Upgrade the pedestrian crosswalk at Kincaid and Macdonald to a special crosswalk
- New 3-way stop controls at Holdom and Goring
- Median installation along Willingdon at Beresford
- Traffic Signal at Parker and Gilmore
- Vehicular access improvements at Cariboo Drive and Cariboo Road
- New roundabout at Still Creek and Eastbrook

Responsible Department: Engineering Department

» **Winter Storm Response Plan:** Proposed improvements to the City's Winter Storm Response Plan:

- Advance clearing of residential streets and laneways using hired equipment
- Use of automatic vehicle location devices and telematics software on City fleet to improve service efficiencies and provide real-time snow clearing activities
- Commence snow clearing of sidewalks, wheel chair ramps and bus stops regardless of the accumulation or extent of the storm events
- Increase road salt inventory from 2,500 tonnes to 5,500 tonnes
- Advance commencement of snow removal activities on a priority basis when side casting is no longer feasible

Responsible Department: Engineering Department

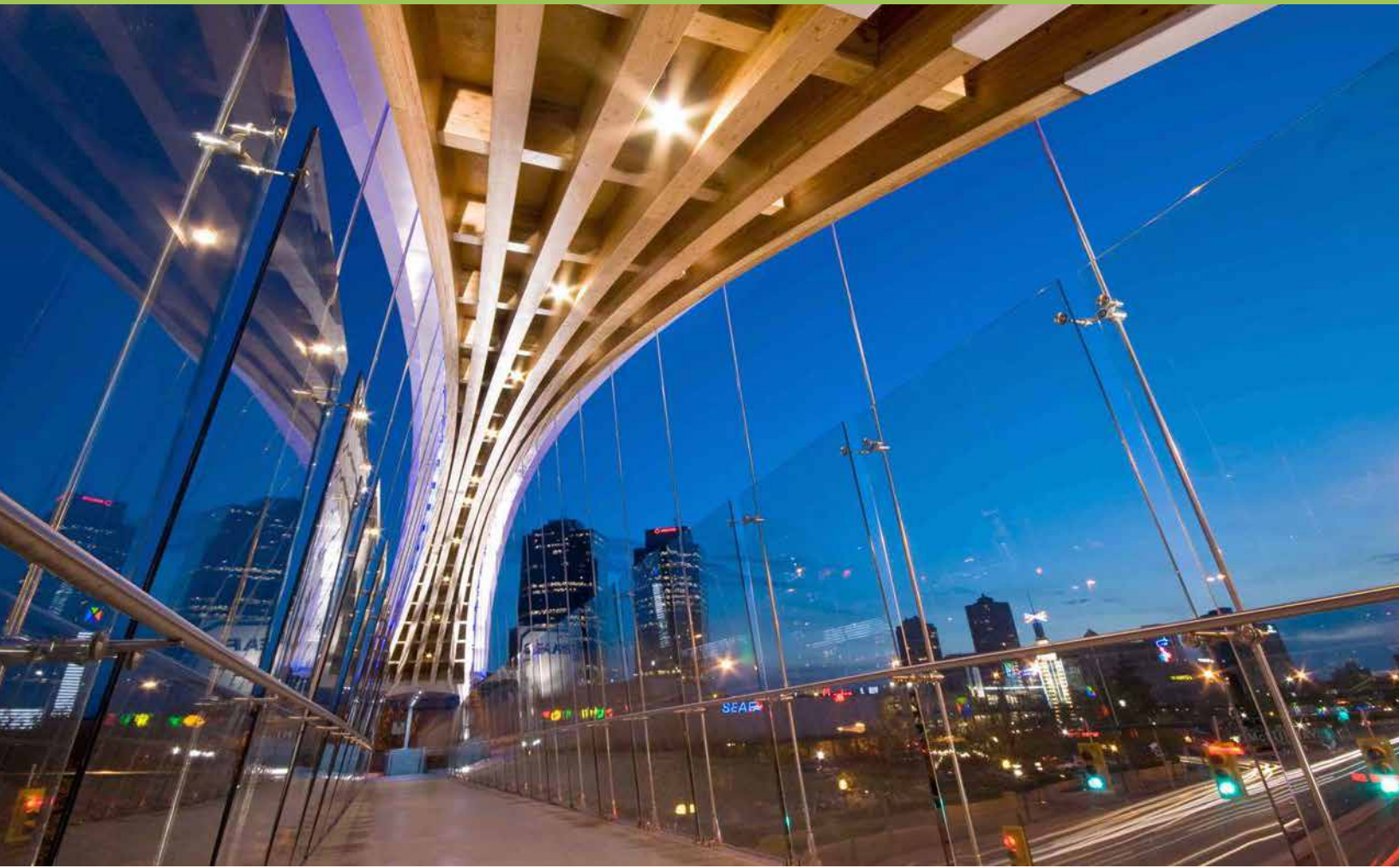
COMMUNITY AMENITY SAFETY

What We Achieved in 2017

- » **Certificate of Recognition:** This achievement was received for going above and beyond compliance with Occupational Health & Safety regulations and Return to Work programs.
Responsible Department: Office of the City Manager, Human Resources Department, Burnaby Public Library
- » **Video Monitoring Systems:** Completion of the design, installation, and upgrades to new and existing video monitoring systems at various City facilities including Willingdon Community Centre, Confederation Spray Park, Swangard Stadium, and Bob Prittie Metrotown Library.
Responsible Department: Public Safety & Community Services Department
- » **Community Response Team:** Coordinated and assisted stakeholders with a number of protests at Kinder-Morgan through traffic control ensuring peace and public safety among attendees.
Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Safety Review:** Enhance the COR - Certificate of Recognition Safety/RTW - Return to Work standards by conducting annual safety reviews and improving upon the safety management systems.
Responsible Department: Office of the City Manager, Human Resources Department
- » **Broadening the Emergency Supply Cabinets and Basic Search and Rescue Training:** Collaboration among the Occupational Health and Safety Manager and the Joint Central Occupational Health and Safety Committee providing each facility with a centralized location for the storage of basic emergency supplies to support emergency response activities.
Responsible Department: Public Safety & Community Services Department



STRATEGIC GOAL 2: A CONNECTED COMMUNITY

Our goal of a **Connected Community** is grounded in four key focus areas:

- **DIGITAL CONNECTION:** Provide online access to core City services and information;
- **SOCIAL CONNECTION:** Enhance social connections throughout Burnaby;
- **PARTNERSHIP:** Work collaboratively with businesses, associations, other communities and governments, and
- **GEOGRAPHIC CONNECTIONS:** Ensure that people can move easily through all areas of Burnaby using any form of transportation.

DIGITAL CONNECTION

What We Achieved in 2017

- » **BurnabyMap LITE:** New web application for the public that provides spatial information across the entire City (properties, infrastructure, parks, zoning, etc.).

Responsible Department: Office of the City Manager, Information Technology Department

- » **Pay-By-Phone for Parking Meters:** Implemented as an alternative form of payment for on-street parking meters.

Responsible Departments: Office of the City Manager, Information Technology Department and Engineering Department

- » **City Fibre Optic Network:** City Council approved a multi-year program to provision a City-owned and operated fibre network that will enable access and delivery of City services and information.

Responsible Department: Office of the City Manager, Information Technology Department

- » **Burnaby Public Library Social Media Initiative:** Library staff promoted some of the weird and wonderful books through social media initiatives like BookFace Fridays.

Responsible Department: Burnaby Public Library

- » **Licence, Inspection and Permit System (LIPS):** A new system was launched to replace the City's Permit*Plan system and provide a modern solution that will enable the tracking and processing of all licences, permits, inspections and development approvals across multiple departments.

Responsible Departments: Information Technology Department and Planning & Building Department

What We Strive to Achieve in the Future

- » **Licence, Inspection and Permit System (LIPS):** Phase 2 of the implementation will advance the functionality of services including online capabilities and improvements to the Citizen Self-Service module.

Responsible Departments: Office of the City Manager, Information Technology Department and Planning & Building Department

- » **Website Update:** Replacement of the legacy web content management system (CMS) providing a more efficient and flexible technical platform for making the website easier to update, improving the overall online experience and ensuring www.burnaby.ca is mobile device-friendly.

Responsible Department: Office of the City Manager, Information Technology Department

- » **Registration System Replacement:** Replacement of the Parks, Recreation & Cultural Services registration system will provide operational efficiencies, enhanced reporting and an enhanced online experience for citizens.

Responsible Departments: Office of the City Manager, Information Technology Department and Parks, Recreation & Cultural Services Department

- » **Burnaby Public Library Website:** A refresh of the library website will improve the ability of patrons to find the information they need, provide a more user-friendly experience and enable a mobile friendly interface promoting online interactions.

Responsible Department: Burnaby Public Library

- » **Deer Lake Park Online Interactive Pilot Initiative:** This pilot project will include an interactive and explorative leisurely self-guided cultural/nature tour that will include trivia, tasks, activities, geocaching and augmented reality. A timed challenge will encourage increased physical activity and healthy living.

Responsible Departments: Office of the City Manager, Information Technology Department and Parks, Recreation & Cultural Services Department

- » **Emergency Management Training:** Development of an internal e-delivery Emergency Management Training program for Emergency Operations Centre.

Responsible Departments: Office of the City Manager, Information Technology Department and Public Safety & Community Services Department

SOCIAL CONNECTION

What We Achieved in 2017

- » **Burnaby Art Gallery 50th Anniversary:** An exhibition “*The Ornament of a House: Celebrating 50 Years of Collecting*” brought together 50 individuals who have played a part in building the gallery’s character –collectors, curators and artist. A commemorative art book featuring all 50 of the selected art works from the exhibition, 50 essays by artists, art historians, collectors, critics and past and present curatorial staff was developed.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Chalk Art Experience:** Key areas in the Bonsor Recreation Complex were transformed into a colourful gallery in June during a free, two-day art event which welcomed some of North America’s top chalk artists.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Community Policing Events:** Burnaby RCMP auxiliary members participated in events including the motorcycle safety skills challenge in May, Hats off Day in June, and nine events in July including Canada Day, the RCMP Musical Ride and music festivals.

Responsible Department: Public Safety & Community Services Department

- » **Cops for Cancer:** From September 20th to 28th, Burnaby RCMP members Sgt. Tess Landry, Sgt. Derek Thibodeau and Cpl. Mike Kalanj, along with a number of other first responders rode 803km around BC and raised \$600,000 for kids living with cancer.

Responsible Department: Public Safety & Community Services Department

- » **Youth Soccer Camp:** From August 28th until September 1st, Burnaby RCMP Cst. Kwame Amoateng organized a soccer camp for Burnaby youth.

Responsible Department: Public Safety & Community Services Department

- » **RCMP Musical Ride:** On Friday August 18th, the world famous RCMP musical ride came back to Burnaby.

Responsible Department: Public Safety & Community Services Department

- » **Community Block Watch:** Burnaby RCMP expanded the community Block Watch program in 2017 and attended a number of events in support of this effort.

Responsible Department: Public Safety & Community Services Department

- » **Community Outreach Fire Cadet Camp:** Gave high school students from differing backgrounds an understanding of the services the Fire Department provides, and educate students about firefighting as a career choice.

Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Visitor Program:** Expand the volunteer visitor program.

Responsible Department: Office of the City Manager, Citizen Support Services Department

- » **Business Watch:** Burnaby will continue to develop partnerships with the various BIAs and the Business Watch System.

Responsible Department: Public Safety & Community Services Department

- » **Community Policing Engagement:** Burnaby RCMP will continue to engage with Burnaby residents through social media with proactive campaigns around holidays such as Halloween & Christmas and also through public safety initiatives developed with other units including community programs and the economic crime unit.

Responsible Department: Public Safety & Community Services Department

- » **Block Watch:** The high level of engagement with our Block Watch program will continue into 2018 to grow it further.

Responsible Department: Public Safety & Community Services Department

- » **Community Outreach Fire Cadet Camp:** The Burnaby Fire Department will formalize this program into an annual event that high school student across the city can look forward to participating.

Responsible Department: Public Safety & Community Services Department

PARTNERSHIP

What We Achieved in 2017

- » **Child Care Facilities on School Lands:** In partnership with the School District, advanced the development of child care facilities on School lands throughout the City.
Responsible Department: Planning & Building Department
- » **Burnaby Better at Home Program:** This program is funded by the Provincial Government and managed by the United Way. The City partnered with MOSAIC, to better assist seniors whose first language is not English, and Burnaby Community Services to provide seniors with rides to medical appointments.
Responsible Departments: Office of the City Manager, Citizen Support Services Department
- » **University Student Engagement:** City staff attended mock interview sessions for local University students to assist with their job searching skills and participated in a Municipal working group focused on recruitment and retention.
Responsible Department: Office of the City Manager, Human Resources Department
- » **Burnaby Festival of Learning:** The second successful Burnaby Festival of Learning was held in May. More than 10,000 people attended 72 events bracketed by the Rhododendron Festival at Shadbolt Centre for the Arts and the Science Rendezvous and International Astronomy Day at Simon Fraser University and included events about local history, health, science, natural history, art and literature.
Responsible Department: Burnaby Public Library and Parks, Recreation & Cultural Services Department
- » **Edmonds Street Fair:** The Edmonds Street Fair and Car Show continues to thrive with leadership from local citizens, businesses and citizen organizations.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Swangard Track Replacement:** Upgrade of Swangard track which will support amateur sport and school athletic competitions.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Burnaby Business Licence Bylaw:** A new Burnaby Business Licence Bylaw took effect in December of 2017.
Responsible Departments: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Child Care Facilities on School Lands:** Advance the construction of up to 4 child care facilities on School lands.

Responsible Department: Planning & Building Department

- » **Dementia Friendly Community:** Work with others to create a dementia friendly community.

Responsible Department: Planning & Building Department

- » **Youth Labour Initiative:** Assist youths with preparation for today's labour market.

Responsible Department: Office of the City Manager, Human Resources Department

- » **Recreation Facilities Upgrades:**

- Playgrounds – Replacement of Lou Moro, Cariboo Hill Park, and Kisby park.
- Replacement of the Byrne Creek Community School artificial turf sportsfield in 2018.
- Improvements to Recreation facilities and overall facility upgrades, including new and replacement equipment for fitness programming(i.e. strength machines/ free weights/ racks, stationary bicycles, treadmills, stair machines and studio equipment for fitness classes and yoga).
- Continued upgrades to City tennis courts, sports fields, parking and picnic facilities.
- Detail design of the washroom building and picnic pads complete with shelters at the Fraser Foreshore Park.
- Detail planning to bring in service lines (water power and sanitary).
- Initiate detail design and construction, and rebuild of CG Brown Pool.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Business Resilience Program:** Develop a program that would promote disaster resilience, educate businesses of the benefits of preparing their business for emergencies and provide them with resources to develop a business continuity plan.

Responsible Department: Public Safety & Community Services Department

- » **Public Fire Education:** Promote fire safety through public education services.

Responsible Department: Public Safety & Community Services Department

- » **Business Bylaw Awareness:** Improve business awareness of their bylaw responsibilities for future bylaw amendments in an effort to repeal or modernize regulations.

Responsible Department: Public Safety & Community Services Department

GEOGRAPHIC CONNECTIONS

What We Achieved in 2017

- » **Willingdon Linear Park:** Construction started on the Willingdon Linear Park linking Burnaby Heights and Brentwood neighbourhoods.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Central Park Perimeter Trail:** Completion of the first phase of the Central Park Perimeter Trail involved 800 linear metres of trail at the western edge of Central Park (along Boundary Road) between East 45th and Imperial Avenue. This project was funded through the Canada 150 Infrastructure Program.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Burnaby Mountain:** The perimeter trail linking Pipeline Trail to the numerous other trails that crisscross the south side of the mountain was completed.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Burnaby Transportation Plan Update:** Launched the renewal of the Burnaby Transportation Plan.
Responsible Department: Planning & Building Department

What We Strive to Achieve in the Future

- » **Burnaby Transportation Plan Update:** The development of the updated Plan will take place in three phases over several years. The first phase is intended to raise awareness and to build interest and understanding of the issues.
Responsible Department: Planning & Building Department
- » **Rumble, McKay to Royal Oak:** The final section of Rumble Street will receive street beautification, improved flow of vehicle traffic, and improved bicycle and pedestrian accessibility and safety.
Responsible Department: Engineering Department
- » **Deer Lake Paving & Urban Trail:** Deer Lake Avenue, from Deer Lake Parkway to the east end close to Kensington Avenue (near Shadbolt) will receive paving and general street corridor improvements including conversion to parallel parking, a multi-use path on along the south side of the street, a sidewalk along the north side of the street, raised crosswalks, and new bus bays.
Responsible Department: Parks, Recreation & Cultural Services Department
- » **Central Park Perimeter:** Central Park Perimeter trail work includes detail design, and construction management of phase two of the trail along Patterson road.
Responsible Department: Parks, Recreation & Cultural Services Department



STRATEGIC GOAL 3: AN INCLUSIVE COMMUNITY

Our goal of an **Inclusive Community** is grounded in four key focus areas:

- **CELEBRATE DIVERSITY:** Create more opportunities for the community to celebrate diversity;
- **SERVE A DIVERSE COMMUNITY:** Ensure City services fully meet the needs of our dynamic community;
- **ENHANCE CITY WORKFORCE DIVERSITY:** Support a diversified City workforce by identifying barriers and implementing proactive strategies, and
- **CREATE A SENSE OF COMMUNITY:** Provide opportunities that encourage and welcome all community members and create a sense of belonging.

CELEBRATE DIVERSITY

What We Achieved in 2017

- » **Second Annual National Aboriginal Day Celebration:** The City worked with the Burnaby School District and other community partners to create a vibrant, varied event that included student workshops, an author reading, traditional dancers, indigenous hip hop music and an Aboriginal storyteller at Civic Square on June 21.

Responsible Departments: Burnaby Public Library and Parks, Recreation & Cultural Services Department

- » **Burnaby Festival of Learning:** The festival showcased performances, lectures, discussions and debates joining Simon Fraser University's strong history of research and dialogue with the City's diversity in community programming.

Responsible Department: Burnaby Public Library and Parks, Recreation & Cultural Services Department

What We Strive to Achieve in the Future

- » **National Aboriginal Day Celebration:** Hold the third annual National Aboriginal Day Celebration.

Responsible Department: Burnaby Public Library and Parks, Recreation & Cultural Services Department

- » **Burnaby Festival of Learning:** The Festival will once again leverage the knowledge and skills of the founding partners – the City of Burnaby and Simon Fraser University – and those of any new partners to offer a wide range of quality learning opportunities that will appeal to our diverse community. The Festival will take place from May 5th to May 12th.

Responsible Department: Burnaby Public Library and Parks, Recreation & Cultural Services Department

SERVE A DIVERSE COMMUNITY

What We Achieved in 2017

- » **Accessibility Improvements:** In concert with the Burnaby Access Advisory Committee, the City developed proposals/actions/initiatives directed towards the improvement of public services and facilities to better accommodate persons with disabilities.

Responsible Department: Office of the City Manager, Citizen Support Services Department

- » **Access Card:** Burnaby Public Library introduced a new kind of library card, the Access card, to provide greater access to library resources for people with no fixed address.

Responsible Department: Burnaby Public Library

- » **Fred Randall Pool ECC:** Won an international award for accessibility at the Edmonds Community Centre.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Police Safety Presentations for International Students:** Conducted presentations with all new international students to introduce them to our Youth Officers and Burnaby School District Safe School Specialists. Topics included basic safety tips, internet safety, drugs, and Canadian laws.

Responsible Department: Public Safety & Community Services Department.

- » **Police Homeless Initiative:** Established a full time dedicated Constable position in 2017 to work as a coordinator between the homeless in Burnaby and service providers in the city and residents/business/property owners in the city.

Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Multilingual Emergency Supply Checklist:** Translation of the checklist into nine different languages reflecting the diversity of our residents.
Responsible Department: Public Safety & Community Services Department
- » **Police Homeless Initiative:** Further develop and enhance strategies to address the homelessness population and related issues in Burnaby.
Responsible Department: Public Safety & Community Services Department
- » **Advance the Accessibility Improvement Program:** Modifications to improve accessibility at various City owned facilities.
Responsible Department: Engineering Department
- » **Home Library and Accessible Services Truck:** Upgrade the Home Library and Accessible services truck, which staff use to deliver large print books, audio books and other materials to patrons who can't visit the library.
Responsible Department: Burnaby Public Library

ENHANCE CITY WORKFORCE DIVERSITY

What We Achieved in 2017

- » **Workforce Diversity Educational Seminars:** Human Resources representatives attended educational seminars on workforce diversity best practices and participated in local career fairs with attending job seekers.
Responsible Departments: Office of the City Manager, Human Resources Department
- » **Fire Department Diversity:** 50% of the ten recruits in 2017 were from diverse backgrounds.
Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Workforce Diversity:** The Human Resources Department will continue to learn about best practices and ensure that our processes are inclusive, reaching out in the community via career fairs.
Responsible Department: Office of the City Manager, Human Resources Department
- » **Fire Department Recruitment:** The Fire Department continues to examine its hiring processes to ensure they are inclusive of the communities we serve.
Responsible Department: Public Safety & Community Services Department

CREATE A SENSE OF COMMUNITY

What We Achieved in 2017

- » **Burnaby's 125th Birthday at the Burnaby Public Library:** Burnaby Public Library celebrated the City's 125th Birthday in many different ways. Quiz night pitted Library Board members against School Trustees, CUPE officials, Burnaby Now staff and other community leaders to find out who knows the most about Burnaby. The Library also displayed items from our special collection of Burnaby treasures, including school yearbooks from the 1940s and the original BCIT curriculum from 1962.

Responsible Departments: Burnaby Public Library

- » **Youth Leadership:** A conference that was attended by 30 youth and focused on building the leaders of tomorrow.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Youth Citizenship Awards:** 32 youth were recipients of the Youth Citizenship Awards for making a difference in their communities.

Responsible Department: Parks, Recreation & Cultural Services Department.

- » **Culture Days:** Celebrated at Burnaby Village Museum, Shadbolt Centre of the Arts and Burnaby Art Gallery aimed at raising awareness, accessibility, participation and engagement of all Canadians in the arts and culture of their local communities.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Burnaby Rhododendron and Garden Festival:** In collaboration with the Burnaby Rhododendron & Gardens Society, this festival promotes the long-term sustainable, ecological health of our communities for horticulture and arts groups.

Responsible Department: Parks, Recreation & Cultural Services Department

What We Strive to Achieve in the Future

- » **Welcoming Spaces Project:** Bridging the gap between isolated seniors and local seniors community centres.

Responsible Department: Office of the City Manager, Citizen Support Services Department

- » **Re-establish the Neighbourhood Emergency Preparedness Program (NEPP):** Leveraging on the success of and integrating NEPP principles into the already existing and successful Block Watch Program.

Responsible Department: Public Safety & Community Services Department



STRATEGIC GOAL 4: A HEALTHY COMMUNITY

Our goal of a **Healthy Community** is grounded in four key focus areas:

- **HEALTHY LIFE:** Encourage opportunities for healthy living and well-being;
- **HEALTHY ENVIRONMENT:** Enhance our environmental health, resilience and sustainability;
- **LIFELONG LEARNING:** Improve upon and develop programs and services that enable ongoing learning, and
- **COMMUNITY INVOLVEMENT:** Encourage residents and businesses to give back to and invest in the community.

HEALTHY LIFE

What We Achieved in 2017

- » **Citizen Support Services:** Provided numerous programs which promoted a healthy lifestyle for seniors and those in need.
Responsible Departments: Office of the City Manager, Citizen Support Services Department
- » **Healthy City Initiatives:** Staff were provided with opportunities to learn, participate and become active in healthy living and wellbeing.
Responsible Departments: Office of the City Manager, Human Resources Department
- » **Library Programs:** Programs included author readings, book clubs, a Drag Queen storytime, coding workshops for kids, and information sessions on everything from astronomy to debt.
Responsible Departments: Burnaby Public Library
- » **The Vancouver Symphony Orchestra's Annual Symphony in the Park:** This free concert at Burnaby's beautiful Deer Lake Park, features Classical favourites and this year featured two of the most famous and beloved John Williams movie themes.
Responsible Department: Parks, Recreation & Cultural Services Department
- » **The Firefighters Charitable Society:** Hosted pancake breakfasts at many schools in Burnaby and delivered healthy snacks to a number of elementary schools in Burnaby.
Responsible Department: Public Safety & Community Services Department
- » **Bike Routes and Urban Trails:** Advanced implementation and development improvements to sidewalks and road frontages to foster opportunities for healthy mobility.
Responsible Department: Planning & Building Department

What We Strive to Achieve in the Future

- » **Volunteering Engagement:** Advertise the benefits of volunteering at every opportunity including at local fairs and at colleges.
Responsible Departments: Office of the City Manager, Human Resources Department
- » **Staff Healthy Living Initiatives:** Support staff with healthy living initiatives.
Responsible Departments: Office of the City Manager, Human Resources Department

- » **Digital Literacy:** Development and delivery of a core suite of digital literacy programs, and equipment purchases to enable Burnaby residents to digitize photographs and videos, and to learn and explore coding, robotics, and other new technologies.

Responsible Departments: Burnaby Public Library

- » **Park Shade Shelters:** Proposed installation of Park shade shelters for 4 parks – Edmonds, Brentwood, Cameron, and Wesburn.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Community Lead Activities:** Cameron Walking Group will move from staff led to community led.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Advance Alternative Mode Projects:** As part of new development, projects will be put in place aimed at improving use of sustainable modes of travel including walking and cycling.

Responsible Department: Planning & Building Department

HEALTHY ENVIRONMENT

What We Achieved in 2017

- » **Dike Construction and Habitat Enhancements:** Improved flood protection along the Fraser River, by upgrading the linear dike between Glen-Lyon Creek and Byrne Road.

Responsible Departments: Engineering Department

- » **Bi Weekly Garbage Collection:** Implemented bi-weekly garbage collection in April 2017. Approximately 1,900 residents have requested upsizing of their garbage totes.

Responsible Departments: Engineering Department

- » **Streetscape Containers:** Staff have completed their survey of all streetscape containers including condition status. Gap analyses of containers have been completed.

Responsible Departments: Engineering Department

- » **Bear Proof Bin Pilot Project:** Monitored the bear proof bin pilot project and prepared the logistics for the operational phase.

Responsible Departments: Engineering Department.

- » **Chafer Beetle Impact Assessment:** Completed chafer beetle impact assessment on public lands and initiated partnership with Garden Works to provide residents with limited number of subsidized Nematode packages through a Coupon Program.

Responsible Departments: Engineering Department

- » **Gray Creek Culvert Upgrade and Fish Passage:** Upgrade of the Gray Creek culvert at Marine Drive from a 1200mm to 1500mm diameter, improvements to inlet and outlet structures and installation of fish baffles to improve fish passage.

Responsible Departments: Engineering Department

- » **Central Park Tree Planting Project:** City of Burnaby received a grant as part of the CN EcoConnexions – From the Ground Up program which was used to plant 400 native trees and 600 native shrubs throughout the City’s oldest Park – Central Park.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Stormwater Management Plan:** Completion of Confederation Park Stormwater Management Plan.

Responsible Departments: Engineering Department

- » **Herbicide Control of Knotweed Species:** Undertaken at various parks throughout the city.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Hazardous Materials Training Simulator:** Hazardous materials simulators acquired in 2017 enabled the Hazardous Materials and Confined Rescue Space teams to prepare for a variety of types of incidents.

Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Encourage an Environmentally Aware Community:** Proactively addressing concerns for the preservation of the natural environment and ecosystems and incorporating these issues into the infrastructure planning and development process.
Responsible Departments: Engineering Department
- » **Stoney Creek ISMP Update:** Update to the Stoney Creek Integrated Stormwater Management Plan (ISMP) to include the learnings from continued stormwater planning reflecting the changes that have occurred in the watershed over the last 20 years and to incorporate future land use planning effects in the area.
Responsible Departments: Engineering Department
- » **Enhanced Streetscape Receptacle Plan:** Develop and implement plan to increase waste diversion and reduce littering.
Responsible Departments: Engineering Department
- » **Invasive Species:** Selective removal to prevent spread to other park lands.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Habitat Restoration:** Continue restoration in areas such as: Deer Lake Park, Central Park and Burnaby Mountain natural forest areas.
Responsible Departments: Parks, Recreation & Cultural Services Department
- » **Environmental Stewardship:** Encourage through the development process, through a broad range of initiatives and policies.
Responsible Departments: Parks, Recreation & Cultural Services Department

LIFELONG LEARNING

What We Achieved in 2017

- » **Learning Opportunities:** Support staff with ongoing lifelong learning through the corporate training calendar, conferences and seminars.
Responsible Departments: Office of the City Manager, Human Resources Department
- » **Youth Leadership Conference:** Took place and was attended by 30 youth and focused on building the leaders of tomorrow.
Responsible Departments: Office of the City Manager, Human Resources Department

What We Strive to Achieve in the Future

- » **Learning Opportunities:** Continue to support lifelong learning and programs, which parallel the corporate values and goals.
Responsible Departments: Office of the City Manager, Human Resources Department
- » **Emergency Preparedness Squad:** Delivery of programs produced by DreamRiders to an additional 4 School District 41 elementary schools and to at least two Independent Schools.
Responsible Department: Public Safety & Community Services Department
- » **Practicum Application:** Implement a project-based program for practicum completion for Royal Road University Master of Arts, Disaster and Emergency Management candidates.
Responsible Department: Public Safety & Community Services Department

COMMUNITY INVOLVEMENT

What We Achieved in 2017

- » **Burnaby 125th | Canada 150th Celebrations:** 2017 marked two historic occasions – Burnaby’s 125th and Canada’s 150th birthdays bringing residents of Burnaby together to celebrate all things that make Burnaby a spectacular place to live, work, learn and play through a look back at Burnaby’s history through a Then and Now Exhibit at the Burnaby Village Museum, Burnaby Neighbourhood History Series, commemorative outdoor street banners, special Eco-sculptures and flower garden features, Celebrate Burnaby Activation Station at local neighbourhood events, artist participation in signature events including 3 special Canada Day Celebrations and the 125 Weekend of Fun, and a volunteer program.
Responsible Departments: Burnaby Public Library and Parks, Recreation & Cultural Services Department
- » **Fitness Circuit at Burnaby Fraser Foreshore Park:** An outdoor fitness circuit in Burnaby Fraser Foreshore Park officially opened in 2017 commemorating Burnaby’s 125th and Canada’s 150th birthdays thanks to the generous support and fundraising efforts of the Rotary Clubs of Burnaby.
Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Swangard Stadium Track:** Replacement of the eight-lane 400-metre Olympic regulation oval track with funding support of the federal Canada 150 Community Infrastructure Grant Program, the City of Burnaby and a local non-profit group.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **For Anti-bullying/Pink Shirt day:** RCMP members participated in a ball hockey game with students at Burnaby Central.

Responsible Department: Public Safety & Community Services Department

- » **New Mental Health Constable:** A new mental health constable position was created which provides support, direction and best practices for the increased number of mental health calls.

Responsible Department: Public Safety & Community Services Department

- » **BC Wildfire State of Emergency Response:** The Burnaby Fire Department played a critical role in supporting the Province of BC and the communities affected by the 2017 Elephant Hill Wildfire.

Responsible Department: Public Safety & Community Services Department

What We Strive to Achieve in the Future

- » **Senior Welfare:** Demonstrate the need for investing in our seniors' well-being.

Responsible Departments: Office of the City Manager, Citizen Support Services Department

- » **Cultural Festivals:** Continuance of the annual Vancouver Symphony Orchestra concert at Deer Lake Park and The Burnaby Blues and Roots Festival.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Volunteer Opportunities:** Provide countless opportunities to volunteer and contribute to tournaments, special events, festivals, and programs.

Responsible Departments: Office of the City Manager, Citizen Support Services Department

- » **Mental Health Strategies:** Burnaby RCMP will continue to promote anti-bullying in the community through inclusive events.

Responsible Department: Public Safety & Community Services Department



STRATEGIC GOAL 5 : A DYNAMIC COMMUNITY

Our goal of a **Dynamic Community** is grounded in three key focus areas:

- **ECONOMIC OPPORTUNITY:** Foster an environment that attracts new and supports existing jobs, businesses and industries;
- **COMMUNITY DEVELOPMENT:** Manage change by balancing economic development with environmental protection and maintaining a sense of belonging, and
- **CITY FACILITIES AND INFRASTRUCTURE:** Build and maintain infrastructure that meets the needs of our growing community.

ECONOMIC OPPORTUNITY

What We Achieved in 2017

- » **Public Wi-Fi:** Continued to expand and enhance public Wi-Fi available in City facilities and public libraries across Burnaby in order to connect citizens and businesses.

Responsible Department: Office of the City Manager, Information Technology Department

- » **Mixed-Use Projects:** With Council approval, development of a mix of commercial, office and residential space and industrial, office and high technology projects in the Big Bend and other areas of the City, generating economic benefits to the city and region.

Responsible Department: Planning & Building Department

What We Strive to Achieve in the Future

- » **Advance New Development Projects:** Advance such projects within Burnaby's town centres, urban villages, business centres, industrial areas, and neighbourhoods to support economic opportunities.

Responsible Department: Planning & Building Department

- » **Beautification Strategy:** Enhance the experience for visitors, residents and the business community through the Lougheed Highway beautification project, and the City's adopted Public Realm Design Standards for Town Centre Streets.

Responsible Department: Planning & Building Department

COMMUNITY DEVELOPMENT

What We Achieved in 2017

- » **Metrotown Downtown Plan:** Advancement of the plan in 2017 provides the opportunity to create a downtown for Burnaby; one that enables the highest order of land use and development supported by social, recreation, entertainment, and cultural amenities important to all of Burnaby's residents, businesses and employees.

Responsible Department: Planning & Building Department

- » **South Burnaby Arena:** Advancement of planning and design of the Arena which is to be funded from the Community Benefit Bonus Reserve.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **Early Detection Rapid Response:** Staff training in Early Detection Rapid Response to invasive species was undertaken in 2017 and 4 sessions completed.

Responsible Departments: Parks, Recreation & Cultural Services Department

What We Strive to Achieve in the Future

- » **Environmental Stewardship:** Continue to encourage the development process, through a broad range of initiatives and policies around environmental stewardship.

Responsible Departments: Parks, Recreation & Cultural Services Department

- » **City Plans:** Advance the review of City Plans and other key policies and programs, and pursue implementation of approved plans and strategies.

Responsible Department: Planning & Building Department

- » **Community Amenity Facilities:** Advance the planning and approval process and program space in various Town Centre developments as part of the Community Benefit Bonus Policy.

Responsible Department: Planning & Building Department

CITY FACILITIES AND INFRASTRUCTURE

What We Achieved in 2017

- » **New Storm Extension Bylaw:** City Council adopted the Storm Sewer Extension Contribution and Fee Bylaw implementing a cost recovery mechanism for the City's costs of extending storm sewer mains to residential lots without this service providing improved drainage performance at an equitable cost.

Responsible Department: Engineering Department

- » **Sustainable Facilities Capital Renewal:** Replaced water cooled AC units with air cooled units to reduce water consumption, and the conversions of parking lot and pathway lighting to LED lighting at Bonsor Recreation Centres and Burnaby Lake Sports Complex West reducing the City's future energy consumption and carbon footprint.

Responsible Department: Engineering Department

- » **Phase 3 LED Streetlight Conversion:** Conversion of all streetlights from high pressure sodium (HPS) to light emitting diode (LED). Phase 3 in the northwest quadrant of the City was completed in 2017 with the conversion of about 4,000 streetlights.

Responsible Department: Engineering Department

- » **Bus Shelters:** 21 new bus shelters were installed by the end of 2017 at various locations throughout the City to replace existing aging bus shelters or provide a new amenity at an existing bus stop.

Responsible Department: Engineering Department

- » **Cameron Library Renovations:** Renovations to the Cameron branch were completed to enhance the magazine reading area and improve access to technology and Renovations to the Bob Prittie Metrotown branch created a multipurpose room on the second floor, additional small meeting rooms, and improved spaces for computer use and staff assistance.

Responsible Department: Burnaby Public Library

- » **Barnet Marine Park Café:** 2017 saw the opening of a newly renovated beachside café at Barnet Marine Park.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Bonsor Recreation Complex – 2nd Floor Renovation:** Completion of an upgrade and renovation included an 800 square foot cycling studio featuring 21 high-performance Matrix bikes and state-of-the-art stereo system, two sound proof music studios for musician to hone their skills in private and semi-private classes, a 2,000 square foot active studio which provides much-needed space for various activities and open floor plan community space.

Responsible Department: Parks, Recreation & Cultural Services Department.

- » **Playground Replacements:** Playgrounds were replaced at George Green, Parkcrest and Avondale Parks to meet the lifecycle renewal and accessibility was also improved.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Barnet Marine Park:** Installation of Barnet Marine Park boat storage.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Maywood Park:** Installation of prototype table tennis tables (2) at Maywood Park.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Central Park:** Installation of Central Park Trail of Hope Seating Node #4 at park entry next to Patterson skytrain station.

Responsible Department: Parks, Recreation & Cultural Services Department

- » **Property Acquisition:** Acquisition of eight new properties and of those, three had residential improvements worthy of renovation, retention and rental in our residential portfolio.
Responsible Department: Parks, Recreation & Cultural Services Department
- » **Home Owner Grants:** Staff collected home owner grant applications from 98% of our eligible residential tenants, thereby reducing the City's property tax obligation by \$67,698.
Responsible Department: Finance Department
- » **Residential Development:** In support of new private residential development, the Licence Office has taken on the management of licence agreements for four new "Sale Centre" locations.
Responsible Department: Public Safety & Community Services Department
- » **Accessibility Improvements to City Infrastructure:** Partnered with the tenants, Fraser Health Authority, to renovate their four washrooms to the building standard.
Responsible Department: Public Safety & Community Services Department
- » **Award Winning Buildings:** Deer Lake I and Deer Lake II were independently audited and were awarded the Building Owners and Managers Association BEST Gold Certification for 2017.
Responsible Department: Public Safety & Community Services Department.
- » **Laurel Street Service Centre:** Advanced the design of the Laurel Street Service Centre redevelopment plan to modernize and improve the delivery of engineering services to a growing city.
Responsible Department: Engineering Department

What We Strive to Achieve in the Future

- » **Big Bend Master Drainage Study:** The Big Bend Master Drainage Plan strives to guide the City to effectively manage stormwater and flooding conditions while mitigating negative impacts to properties. In 2018 a 2D stormwater model will be created, the first ever for Burnaby, and will also take into account tidal conditions from the Fraser River as well as climate change trends.

Responsible Department: Engineering Department

- » **Combined Sewer Separation:** This project includes a total of 1,770m of watermain replacement and 1,640m of combined sewer separation, new storm sewer and road rehabilitation.

Responsible Department: Engineering Department

- » **Culvert Inventory & Condition Assessment:** South Burnaby culverts will be inspected to complete this multi-year program, which will support operational and capital planning to ensure culvert safety and performance.

Responsible Department: Engineering Department

- » **Washroom and Fieldhouse Rehabilitation Program:** A Washroom and Fieldhouse Rehabilitation Program will be introduced to refurbish the aging structures and amenities within the Park sites.

Responsible Department: Engineering Department

- » **Phase 4 LED Streetlight Conversion:** The City's LED streetlight conversion program will continue to Phase 4 with the conversion of streetlights in the northwest quadrant of the City in 2018. The conversion of other street lighting (pedestrian, trail, and decorative) will be reviewed in 2019 as part of Phase 5.

Responsible Department: Engineering Department

- » **Irmin Place Townhouses:** Exterior painting is planned for early summer 2018, along with replacement of the front doors to each unit and replacement of the existing fence.

Responsible Department: Engineering Department

- » **Deer Lake Centre:** Three remaining pull-type building entry doors will be replaced with sliding glass doors in 2018 thereby further improving public accessibility to the buildings. Negotiations are underway with a day-care provider for lease of space in the complex.

Responsible Department: Engineering Department

- » **Laurel Street Service Centre:** Advance the implementation of the Laurel Street Service Centre redevelopment plan.

Responsible Department: Engineering Department



STRATEGIC GOAL 6 : A THRIVING COMMUNITY

Our goal of a **Thriving Community** is grounded in six key focus areas:

- **ORGANIZATIONAL CULTURE:** Ensure that our core values are reflected in our policies, programs and service delivery;
- **FINANCIAL VIABILITY:** Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets;
- **HUMAN RESOURCES:** Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values;
- **COMMUNICATION:** Practice open and transparent communication among staff, Council and the community;
- **RELIABLE SERVICES, TECHNOLOGY AND INFORMATION:** Protect the integrity and security of City information, services and assets, and
- **TECHNOLOGY AND INNOVATION:** Support technology development and innovation to empower staff and to advance community objectives.

ORGANIZATIONAL CULTURE

What We Achieved in 2017

- » **Staff Lunch and Learns:** Burnaby Public Library held a series of diversity lunch and learns this year to enhance staff knowledge and understanding of our community. Speakers in 2017 discussed Indigenous people, people who are homeless, the LGBTQ community, and people who are deaf or hard of hearing.

Responsible Department: Burnaby Public Library

- » **Launch of Finance Portal:** The Finance Department launched an internal portal that provides a central location for all City departments to access information on financial policies, procedures, and forms.

Responsible Department: Finance Department

What We Strive to Achieve in the Future

- » **Training & Education:** A series of training sessions will be developed on contract management, cash handling and credit card fraud ensuring the protection of the City's assets.

Responsible Department: Finance Department

- » **Corporate Strategic Plan:** Videos and activities will exemplify how staff are embracing the vision, values, and goals of the Corporate Strategic Plan.

Responsible Department: Corporate Services Department

FINANCIAL VIABILITY

What We Achieved in 2017

- » **Asset Management Plans:** Asset Management Plans were completed for Fire Equipment, Major Civic Facilities and Water Infrastructure in order to efficiently and effectively plan for capital asset replacements.

Responsible Departments: Public Safety & Community Services Department and Engineering Department

- » **Socially Responsible Investing (SRI):** The City invested in our first SRI note; the Bank of Montreal Fossil Fuel Free Principal Protected Deposit Note.

Responsible Department: Finance Department

What We Strive to Achieve in the Future

- » **Enterprise Resource Planning System:** Upgrading the Enterprise Resource Planning system to increase the speed, reliability and connectivity to other critical systems (e.g., supply chain management and the intranet portal), as well as reducing hardware maintenance costs.
Responsible Department: Office of the City Manager, Information Technology Department
- » **Property Tax & Utility Billing System:** The City is preparing to replace its legacy Property Tax and Utilities Billing System with a new business application to address current and future business requirements.
Responsible Departments: Office of the City Manager, Information Technology Department and Finance Department
- » **Emergency Management Initiative:** Funding has been made available by the Province of BC through the Union of BC Municipalities (UBCM) in a program called Community Emergency Preparedness Fund (CEPF) and will be used towards enhancing emergency support services capacity, improving the Emergency Operations Centre and building robust evacuation route plans.
Responsible Department: Public Safety & Community Services Department
- » **Incident Command System (ICS) and Emergency Operations Centre (EOC):** Funding for training will be made available by the Justice Institute of BC through the BC Hydro Community Safety Award to ensure appropriate levels of training.
Responsible Department: Public Safety & Community Services Department
- » **Asset Management Plans:** Asset Management Plans will be completed for Roads Infrastructure and Parks Playgrounds in order to efficiently plan for the replacement of capital assets.
Responsible Departments: Engineering Department and Parks, Recreation & Cultural Services Department
- » **Policy Updates:** Updates on Purchasing, Travel & Expense and Spend & Approval Limit policies.
Responsible Department: Finance Department

HUMAN RESOURCES

What We Achieved in 2017

- » **Seasonal Labour:** Continued to enhance and streamline our process in seasonal labourer hiring strategies, which resulted in a significant reduction to recruitment committee hours.
Responsible Department: Office of the City Manager, Human Resources Department
- » **Respectful Workplace Training:** Provided Respectful Workplace training for all employees.
Responsible Department: Office of the City Manager, Human Resources Department
- » **Leadership Training:** All non-commissioned officers (Corporals) received a one day training session which addressed leadership and instruction on core business functions providing the Corporals with an opportunity to network and foster an environment for team work.
Responsible Department: Office of the City Manager, Human Resources Department .

What We Strive to Achieve in the Future

- » **Corporate Strategic Plan:** Incorporate the messaging of the Corporate Strategic Plan into all city documents and/or processes.
Responsible Department: All Departments
- » **Learning Management System:** Replacement of the legacy Learning Management System with an enterprise tool that will identify training requirements and track completion and renewal dates for mandatory certifications and ongoing professional development.
Responsible Department: Office of the City Manager, Human Resources Department
- » **Officer in Charge Awards:** Ceremony will take place in May 2018 for both municipal employees and RCMP regular members, recognizing those that have gone beyond the call of duty.
Responsible Department: Office of the City Manager, Human Resources Department, RCMP Burnaby Detachment

COMMUNICATION

What We Achieved in 2017

- » **South Burnaby Arena Open House:** Completed on Sept 14th.
Responsible Department: Parks, Recreation & Cultural Services Department
- » **Social Media:** The Fire Department initiated its own Twitter account which is used to provide periodic updates on department activities to the public.
Responsible Department: Public Safety & Community Services Department
- » **Canadian Award for Financial Reporting:** Awarded to the City of Burnaby for its annual financial report for the year ended December 31, 2016.
Responsible Department: Finance Department

What We Strive to Achieve in the Future

- » **Canadian Award for Financial Reporting:** The City of Burnaby's annual financial report for the year ended December 31, 2017 will be submitted for the award.
Responsible Department: Finance Department
- » **Distinguished Budget Presentation Award:** The City of Burnaby will apply to receive the Distinguished Budget Presentation Award for the 2018 – 2022 Financial Plan offered by the Government Finance Officers Association of US & Canada.
Responsible Department: Finance Department
- » **Communications:** Phased implementation of the new phone system across all City sites to improve reliability and ensure public safety and access.
Responsible Department: Office of the City Manager, Information Technology Department

RELIABLE SERVICES, TECHNOLOGY AND INFORMATION

What We Achieved in 2017

- » **Licence, Inspection and Permit System (LIPS):** The City launched the first phase of the LIPS Implementation Project in October 2017 delivering a new suite of business applications that will streamline internal business processes, enhance cross-departmental collaboration and information transparency and provide mobile access to support field work.

Responsible Departments: Office of the City Manager, Information Technology Department and Planning & Building Department

- » **Point of Sale (POS) System:** Implementation and the roll out of Point of Sale units to a number of City facilities increasing internal efficiency, reducing the risk of error from manual and duplicate data entry and providing an enhanced reconciliation mechanism between point of sale and City's financial systems.

Responsible Departments: Office of the City Manager, Information Technology Department and Finance Department

- » **Fuel Management System:** Completed a pilot phase of a project to better manage fuel inventory and associated accounting processes.

Responsible Departments: Office of the City Manager, Information Technology Department, Engineering Department and Finance Department

- » **CLASS Registration System:** Developed requirements and a strategy for replacement of the business application as it is no longer supported.

Responsible Departments: Office of the City Manager, Information Technology Department and Parks, Recreation and Cultural Services Department

- » **Centralized Digital Reader Boards:** Purchased for the Community Police Offices and installed to assist in sharing important information with staff and continuously updating information for clients.

Responsible Department: Public Safety & Community Services Department

- » **Payment Card Industry (PCI) Attestation:** The City successfully completed our second Payment Card Industry Data Security Standard attestation improving upon security profiles and implementing efficiencies.

Responsible Department: Finance Department

What We Strive to Achieve in the Future

- » **Infrastructure Asset Risk:** Building on a city-wide infrastructure asset criticality study, asset condition will be assessed to consider detailed risk. The results will be available spatially throughout all of Burnaby for road, water, sewer, and drainage infrastructure, and will support operational and capital planning.

Responsible Department: Engineering Department

- » **Licence, Inspection and Permit System (LIPS):** Subsequent phases of the LIPS Implementation Project will deliver enhanced online access, introduce electronic plan checking and extend functionality across additional departments and case types.

Responsible Departments: Office of the City Manager, Information Technology Department and Planning & Building Department

- » **Property Tax Collection Satellite Office:** A pilot project will be implemented to provide Citizens with alternative sites to make property tax payments and deliver Home Owner Grant applications.

Responsible Department: Finance Department

TECHNOLOGY AND INNOVATION

What We Achieved in 2017

- » **Asset Management Training Program:** Completed the first round of detailed technical training to staff.

Responsible Departments: All Departments

- » **Point of Sale:** In 2017 the City deployed the new iPayment Point of Sale (POS) platform for City Hall, all Library branches, the RCMP Burnaby Detachment and Community Policing Offices removing the need for manual rekeying or completion of manual receipts.

Responsible Departments: Office of the City Manager, Information Technology Department, Engineering Department and Finance Department

- » **Energov Billing and Invoicing:** Developed standardized billing and invoicing procedures for use across all departments using the new Energov application.

Responsible Departments: Office of the City Manager, Information Technology Department and Planning & Building Department

- » **Data Centre:** Improved Data Centre capabilities by introducing annual continuous service improvement initiatives that replace aging hardware and expand infrastructure capabilities to meet growth in demand from across the City.

Responsible Department: Office of the City Manager, Information Technology Department

What We Strive to Achieve in the Future

- » **Point of Sale:** Completion of integration to the Public Sector billing module within SAP for payment of commercial refuse, property rental and other SAP billed receivables.

Responsible Department: Office of the City Manager, Information Technology Department and Finance Department

- » **Automatic Vehicle Location & Telematics:** Implementing the GeoTab On-Board Vehicle and Technology Platform which will provide automatic vehicle location (through GPS coordinates) and Telematics data, including vehicle condition, operating events and diagnostics information through cellular data connection. This technology will also be implemented in all Solid Waste and Recycling vehicles to increase collection efficiency, decrease missed pick-ups, and allow for early reporting and collection of discarded materials on City lands.

Responsible Department: Engineering Department

Financial Plan

Annually the City prepares a five-year plan that includes a budget for revenues, expenditures and capital projects. The Financial Plan aligns City priorities with its goals, and outlines the financial resources required to support the overall vision, values and goals of the City.

Action Plan

Whereas Burnaby's Corporate Strategic Plan outlines six major strategic goals for the City, an annual Action Plan is also developed for the organization. The City provides a broad range of services to the community and the Action Plan helps staff focus resources, including staff time, on the most important City priorities each year. Management has based the Action Plan priorities on the following criteria:

- strategic goals and directives;
- Council priorities;
- public priorities based on public consultations and general feedback;
- initiatives currently underway and budgeted; and
- required externally driven initiatives.

Although the City's budgeted resources are aligned on a departmental basis to facilitate resource management, the Action Plan priorities help each manager determine and assign the work performed by various staff to ensure that the organization, as a whole, focuses on what is most important.

Action Plan priorities are not meant to capture the day-to-day activities of the organization, but rather those initiatives that are in addition to those duties. These priorities ensure that staff across the organization direct their time toward the most important actions and that the City's support services (i.e. Corporate Services, Finance, Information Technology, Human Resources) recognize these priorities and provide administrative support accordingly.

The Action Plan priorities will be published in a separate document which outlines the specific projects and related timelines.

FINANCIAL PLANNING

The City of Burnaby develops its Five-Year Financial Plan consistent with generally accepted accounting principles. The City uses the accrual method of accounting in which revenues and expenses are recognized at the time they are incurred. The budget is prepared on the same basis.

The budget is organized by type of operation (e.g. general fund and utility funds), with each operation considered a separate budgeting and accounting entity. Funds are budgeted and reported along departmental lines, with accountability and authority for budgetary approval and amendments resting with Council. Council delegates the authority for actual disbursement and implementation of the Five-Year Financial Plan to the City Manager and Directors.

All financial and operational policies related to accounting practices are adhered to in the development of the Five-Year Financial Plan.

Financial Planning Process and Schedule

The table below highlights the key steps/phases and the approximate timing of Council's review and approval of the Financial Plan.

PHASE	TIME FRAME	ACTIVITY
DEFINE	August/September	Departments submit five year Financial Plan requirements
COMPILE	October/November	The Financial Plan is constructed at a detailed level
ASSESS	December	Management Committee does a full assessment of the Financial Plan and formalizes the Provisional Plan for Council's review
REVIEW	January/February	Council reviews and accepts Provisional Plan
PRESENT	March	The Provisional Financial Plan is available for public comment
EVALUATE	April	Council evaluates and incorporates public feedback
ACCEPT	May	Council adopts Annual Financial Plan, Bylaw is established and tax rates are set
MONITOR	Monthly	Track results compared to plan

PHASES:

DEFINE: Departments submit the financial impacts of continued and new service delivery of programs and services the City offers to the citizens of Burnaby. Management has ensured alignment of programs and services to the Corporate Strategic Plan, Asset Management Plans and any other specific Council priorities.

COMPILE: Departments compile the plan at a detailed level. Updates are made to labour contracts, operating expenditures, revenue & rates. In addition project summaries are prepared for capital projects. Review of year-end forecasts to support future projections are also assessed at this time.

ASSESS: The Management Committee consisting of all departmental Directors conducts a review of the department plan submissions. During this phase Management Committee assesses other potential sources of funding in order to stabilize the tax rate. The Provisional Financial Plan at this time will be formalized in order to present to Council.

REVIEW: Workshops are held with Council to present the Provisional Plan. Once Council is satisfied, the Provisional Financial Plan would be formally accepted.

PRESENT: In accordance with the Community Charter the Provisional Plan is available for public comment.

EVALUATE: Once the Public Comment period comes to an end Council will hold another workshop to review and evaluate public feedback along with any other significant factors that may need to be incorporated into the final five year Financial Plan.

ACCEPT: Council receives and approves the Financial Plan. The final reading of the Financial Plan bylaw is accepted.

MONITOR: Actual to budget results are provided to departments every period. Departments are responsible for monitoring results to plan. Each department provides a detailed analysis of revenues and expenditures as they compare to the approved budget. Memos are provided quarterly to the Financial Management Committee with updates on the City's financial position compared to plan. This regular monitoring gives management and Council time to decide on any changes that might be necessary, ensuring the year's actual revenues and expenditures are within budget.

“Financial policies are a key element of sound fiscal administration.”



FINANCIAL POLICIES & FUND STRUCTURES



Financial Policies

When compiling the City of Burnaby's Five Year Financial Plan, the following policies are used as a framework to ensure proper fiscal accountability and stewardship over the City's funds:

Balanced Five Year Budget:

In compliance with Section 165 of the Community Charter, the City's Five Year Financial Plan must be balanced. The total of proposed expenditures and transfers to other funds for a year must not exceed the total of proposed funding sources and transfers from other funds for the year. The budget of a City has the force of law and is a key component of compliance in the public sector. Budget comparisons are required to be presented in conjunction with the City's financial statements, and authority to spend is provided exclusively through the budget adopted by Council. The budget aligns spending with Council and community priorities to provide valued services and programs.

Public Consultation:

In compliance with Section 166 of the Community Charter, the City's Five Year Financial Plan must be available for public consultation prior to the plan being adopted. The plan must be adopted by May 15.

Basis of Budgeting:

The budget is prepared using the accrual method of accounting. This is consistent with Public Sector Accounting Board (PSAB) requirements when compiling financial statements. PSAB requires that all inter fund activities be eliminated. However for budgeting purposes these are included in the plan to provide a balanced and transparent budget.

Tangible Capital Asset Policy:

Tangible capital assets are also budgeted according to PSAB standards. As per the City's Tangible Capital Asset (TCA) Policy, tangible capital assets are non-financial assets with physical substance that:

- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets
- Have useful economic lives extending beyond an accounting period
- Are to be used on a continuing basis
- Are not for sale in the ordinary course of operations

Examples of TCAs at the City are:

- Fleet Vehicles
- Buildings & Office Furniture
- Roads
- Water and Sewer Infrastructure
- Computers and Telecommunications Equipment

Asset Management Plans:

The City's Asset Management Plans (AMP) provide an integrated approach that combines planning, life cycle and risk analysis. Furthermore the AMPs include financing principles to guide staff in managing infrastructure effectively and efficiently.

An effective asset management process enables the City of Burnaby to continuously deliver defined levels of service at an acceptable level of risk while managing the costs of owning, operating and maintaining infrastructure assets during their lifespan.

Debt Management:

The City of Burnaby is debt-free. The City's capital Reserve Funds and Reserves play an integral role in the City's pay-as-you-go strategy and provide a strong indicator of Burnaby's overall financial health and stability. Strong capital Reserve Funds and Reserves levels are critical in achieving community goals and provide Council the financial flexibility and leverage to sustain and improve the City's civic infrastructure requirements and remain debt free. They also afford Council the ongoing ability to maintain taxation stability through funding capital equipment and infrastructure improvement projects without the need to budget and fund debt servicing costs which are typically funded through higher property tax rates.

Based on the City's planning process resulting in strong capital Reserve Funds and Reserves, the City's policy is to fund all capital projects internally through Reserve Funds and Reserves thus avoiding any external debt.

Investment Income Guidelines:

City investments are represented by a single investment portfolio, which is guided by statutory requirements outlined in the Community Charter and internal policies. Cash flow demands remain the priority for all investment decisions, with longer term investments focusing on safety, liquidity and a fair market yield. Investment income earned is distributed to the reserve fund and reserves monthly based on average daily balances for the month.

Fund Structures

The City operates under three major funds: General Revenue, Waterworks and Sanitary Sewer. Each fund is comprised of Reserve Funds and Reserves. Appendix 1 provides additional details on the City's Reserve Funds and Reserves.

The City's Reserve Funds and Reserves, which are established by Council, assist with long term financial stability and financial planning. Adequate Reserve Funds and Reserves provide financial flexibility, mitigate risks, weather uncertainties, and help ensure the ongoing viability and financial sustainability of the City. Reserve Funds and Reserves are also leveraged to enhance and sustain the City infrastructure and assist in supporting programs and community services.

RESERVE FUNDS (STATUTORY) are segregated, and restricted for a specific purpose. They represent monies set aside either by law of Council or by the requirement of provincial legislation. Interest earned on Reserve Funds must be allocated to the specific reserve fund that earned it. Reserve Funds are primarily used to fund capital activities.

RESERVES (NON-STATUTORY) are allocated at the discretion of Council, often as part of an overall strategy for funding programs and services. Reserves are an allocation of unappropriated net revenue. They are not associated with any specific asset. Interest earning on reserves is at the discretion of Council.



GENERAL REVENUE FUND


The General Revenue Fund is the primary fund for most municipal services and departments. This fund has a number of revenue sources—the largest of which is property taxation.

GENERAL REVENUE FUND	
STATUTORY RESERVE FUNDS:	NON-STATUTORY RESERVES:
General Revenue Capital Funds:	General Revenue Capital Funds:
Capital Works Financing Reserve Fund	Community Benefit Reserves
Local Improvement Reserve Fund	Gaming Fund
Equipment Replacement Reserve Fund	Federal Gas Tax
Corporate & Tax Sale Land Reserve Fund	Other General Revenue Capital Reserves
Development Cost Charge Reserve Funds	Allocated Operating Reserves:
Off-Street Parking Reserve Funds	General Revenue Fund (City)
	General Revenue Fund (Library)
	Other General Revenue Operating Reserves:
	Stabilization Reserve
	Operating Gaming Fund Reserve
	Snow Removal Stabilization Reserve
	Other Minor General Revenue Operating Reserves

SANITARY SEWER FUND AND WATERWORKS UTILITY

Sanitary Sewer and Waterworks Utility activities are self-funded through their own specific funds while all other department activities are funded through the General Fund. The services in these funds are provided by the Engineering Department.

WATERWORKS FUND	SANITARY SEWER FUND
NON-STATUTORY RESERVES:	NON-STATUTORY RESERVES:
Waterworks Utility Capital Fund	Sanitary Sewer Capital Fund
Allocated Operating Reserves:	Allocated Operating Reserves:
Waterworks Utility Fund	Sanitary Sewer Fund



“...provides the City with the expenditure authority and funding required to maintain a high level services to its citizens...”





CONSOLIDATED PLAN

Challenges

The City of Burnaby's principal activities include providing local government services to residents. These services include police and fire protection; solid waste collection; the management of roads, sidewalks and traffic control, water, sanitary and storm sewers and parks infrastructure; and the delivery of leisure and cultural services. The City also acts as a regulatory body with respect to business licensing, building permits and inspections, land use, development planning and subdivision approval services. Services such as the Library and cultural pursuits are overseen by the Library Board and Parks Commission as well as in partnerships with other governments. The operations of the City in the provision of services to citizens is primarily funded through property taxation.

The regional growth strategy outlined by Metro Vancouver anticipates continued rapid growth for Burnaby with an increase of 125,000 residents by 2041. This level of growth represents a significant challenge to provide City services while also dealing with expanding transportation, water and sewer and recreation infrastructure and amenities in an economically and environmentally sustainable manner.

The City of Burnaby faces growing economic and resource pressures as a result of economic challenges confronting federal and provincial governments, which includes new or expanded service requirements resulting from shifts from senior levels of government and declining grant funding.

Tax fatigue by residents and the high cost of living puts increased pressure on City to provide additional services with a smaller portion of total government tax revenues.

Growth requires increased levels of capital infrastructure renewal and new infrastructure which requires longer term financial planning and funding strategies to ensure sustainability.

The City's pay-as-you-go financing strategy and investment strategy utilize capital reserves and density bonus funds from development to provide community amenities required by the growing population. These strategies enable managed tax increases as the demand for City services continue to grow. The City's policy in permitting higher density in Town Centres provides funding which allows for the construction of public amenities at no cost to taxpayers.

The City uses long term financial planning models to project tax and utility rate increases based upon planned capital investment and projected cost drivers in order to manage moderated rate increases using operating and capital reserves to absorb significant cost increases or higher capital investment requirements.

Key Budget Assumptions

Economy


The municipal financial climate in British Columbia is generally positive. Increased revenues from assessment growth continue to exceed historic averages and help to offset the impact of inflation on the City's budget. During 2017, development activity remained robust, topping out at \$1.05 billion in building permit value, the highest ever for the City.

Allowable Inflationary Increases and Budget Reductions

Recent years have seen increased pressure on municipalities to reduce costs in order to cut taxes. The most significant cost driver for the City continues to be labour and other contractual costs, which have increased at a rate greater than inflation.

The Consumer Price Index in the Vancouver area was approximately 2.4% at the time of this budget.

Cost pressures, together with increasing demands placed upon the City's infrastructure and services by a growing community, challenge the City's financial resources and organizational capability. It is important to carefully consider our financial choices to ensure that we adequately fund each project without impairing our ability to respond in the future.



“The financial plan is the primary authority for the municipality to spend.”

Budget Bylaw Amendment

As outlined in the Community Charter, the Five-Year Financial Plan is to be adopted by May 15 of the first year of the plan. At any time, subsequent to the original adoption, an amended financial planning bylaw can be adopted by Council for that year.

Tax Rates

Specific tax rates must be approved each year by May 15. The Tax Rates Bylaw will be presented to Council for adoption in the spring of 2018, once final information related to the growth in taxation assessment is received from the BC Assessment Authority.

The Tax Rate Bylaw is due to be adopted in May 2018.

	2017 Actuals	2018 Budget
Municipal Levy	250,575,288	261,900,100
Other Governments*		
School	166,025,492	171,933,700
Translink	34,863,862	35,739,200
Metro Vancouver	4,856,658	4,964,700
BC Assessment Authority	5,688,033	5,828,200
Municipal Finance Authority	23,824	26,800
Tourism Burnaby	1,193,841	650,000
Business Improvement Area	260,000	260,000
	212,911,710	219,402,600
Total	463,486,998	481,302,700

* 2018 Budget figures for Other Governments are estimates; final figures will be available in May

Major Fund Statements

The level of fund balances is an indicator of the long-term sustainability and financial strength of the City. Strong fund balances afford Council the ongoing ability to maintain taxation stability and to provide capital funding for City projects without incurring debt on the external markets. The growth in the Reserve Funds and Reserves in the General Revenue Fund arises mainly from Community Benefit contributions due to continued strong construction activity. These funds will support future capital amenity requirements of our growing community.

Statement of Financial Activities - Consolidated

	2016 Actuals	2017 Annual	2018 Provisional
Revenue			
Taxation	268,618,945	278,865,200	290,004,700
Sale of Goods and Services	53,573,836	50,370,100	51,659,700
Metered Utility Rates	74,966,956	78,464,300	79,775,600
Permit Fees & Licences	30,725,806	25,774,800	28,351,600
Other Revenue	158,627,507	119,516,000	176,919,800
Transfer From Reserves	118,424,630	112,521,500	103,310,200
Total Revenue	704,937,680	665,511,900	730,021,600
Expenses			
City Council	2,582,244	2,772,600	2,779,800
Office of the City Manager	30,104,078	40,655,100	43,094,200
Administration	4,868,705	4,734,200	4,924,800
Burnaby Public Library	10,910,726	14,188,200	14,794,700
Information Technology	14,324,647	21,732,700	23,374,700
Corporate Services	4,808,009	4,173,900	7,601,400
Administration	-	-	1,936,600
City Clerk	1,457,355	1,694,800	2,988,900
Legal Services	2,525,846	1,467,600	1,551,800
Citizen Support Services	824,807	1,011,500	1,124,100
Public Safety & Community Services	101,828,144	109,808,900	112,907,900
Administration	1,817,325	2,635,500	3,191,700
Business Licence & Property Management	7,076,826	8,680,300	8,952,300
Fire	37,884,003	39,615,200	39,721,800
RCMP Burnaby Detachment	55,049,990	58,877,900	61,042,100
Engineering	49,201,708	82,016,200	82,182,400
Sanitary Sewer Fund	38,599,975	43,148,000	44,152,800
Waterworks Utility	48,181,493	55,342,800	55,179,100
Finance	12,183,197	13,486,100	13,637,800
Planning & Building	13,590,999	14,208,600	14,959,300
Parks, Recreation & Cultural Services	71,390,955	85,294,200	89,059,400
Fiscal Items	59,742,667	18,436,800	19,086,800
Capital & Other	131,249,667	162,516,500	193,177,400
Total Expenses	563,463,137	631,859,700	677,818,300
Net Change	141,474,543	33,652,200	52,203,300
Opening Balance	926,725,621	1,068,200,200	1,101,852,400
Closing Balance	1,068,200,164	1,101,852,400	1,154,055,700

Statement of Financial Activities - Consolidated

	2016 Actuals	2017 Annual	2018 Provisional
Net Change	141,474,543	33,652,200	52,203,300
Transfer to Community Benefit Fund	(93,313,879)	(35,134,800)	(92,918,900)
Transfer to Development Cost Charge Reserve Funds	(1,933,073)	(4,000,000)	(6,000,000)
Transfer to/from Other Statutory Reserve Funds	(13,414,837)	9,602,592	28,101,230
Transfer to/from Other Non- Statutory Reserve Funds	(10,074,479)	11,711,408	30,326,470
Transfer to Operating Reserves	(10,782,665)	-	-
Transfer to Sewer Operating Reserves	(3,081,876)	-	-
Transfer to Sewer Capital Reserves	(2,068,375)	(5,852,100)	(4,027,100)
Transfer to Water Operating Reserves	(4,227,492)	-	-
Transfer to Water Capital Reserves	(2,577,867)	(9,979,300)	(7,685,000)
	-	-	-
Total Transfer	(141,474,543)	(33,652,200)	(52,203,300)
Balanced Budget	-	-	-



Statement of Financial Activities - General Revenue Fund

	2016 Actuals	2017 Annual	2018 Provisional
Revenue			
Taxation	250,182,272	260,291,900	271,344,500
Property Taxes	240,233,963	250,575,300	261,901,100
Grants in Lieu	9,948,309	9,716,600	9,443,400
Sale of Goods and Services	53,098,561	50,334,000	51,624,400
Permit Fees & Licences	30,513,915	25,590,600	28,134,200
Other Revenue	153,829,280	116,001,000	173,069,800
Transfer From Reserves	89,721,722	77,963,000	72,666,800
Total Revenue	577,345,750	530,180,500	596,839,700
Expenses			
City Council	2,582,244	2,772,600	2,779,800
Office of the City Manager	30,104,078	40,655,100	43,094,200
Administration	4,868,705	4,734,200	4,924,800
Burnaby Public Library	10,910,726	14,188,200	14,794,700
Information Technology	14,324,647	21,732,700	23,374,700
Corporate Services	4,808,009	4,173,900	7,601,400
Administration	-	-	1,936,600
City Clerk	1,457,355	1,694,800	2,988,900
Legal Services	2,525,846	1,467,600	1,551,800
Citizen Support Services	824,807	1,011,500	1,124,100
Public Safety & Community Services	101,828,144	109,808,900	112,907,900
Administration	1,817,325	2,635,500	3,191,700
Business Licence & Property Management	7,076,826	8,680,300	8,952,300
Fire	37,884,003	39,615,200	39,721,800
RCMP Burnaby Detachment	55,049,990	58,877,900	61,042,100
Engineering	49,201,708	82,016,200	82,182,400
Finance	12,183,197	13,486,100	13,637,800
Planning & Building	13,590,999	14,208,600	14,959,300
Parks, Recreation & Cultural Services	71,390,955	85,294,200	89,059,400
Fiscal Items	59,742,667	18,436,800	19,086,800
Capital & Other	102,394,815	141,507,300	171,039,500
Total Expenses	447,826,816	512,359,700	556,348,500
Net Change	129,518,934	17,820,800	40,491,200
Opening Balance	820,384,175	949,903,100	967,723,900
Closing Balance	949,903,109	967,723,900	1,008,215,100

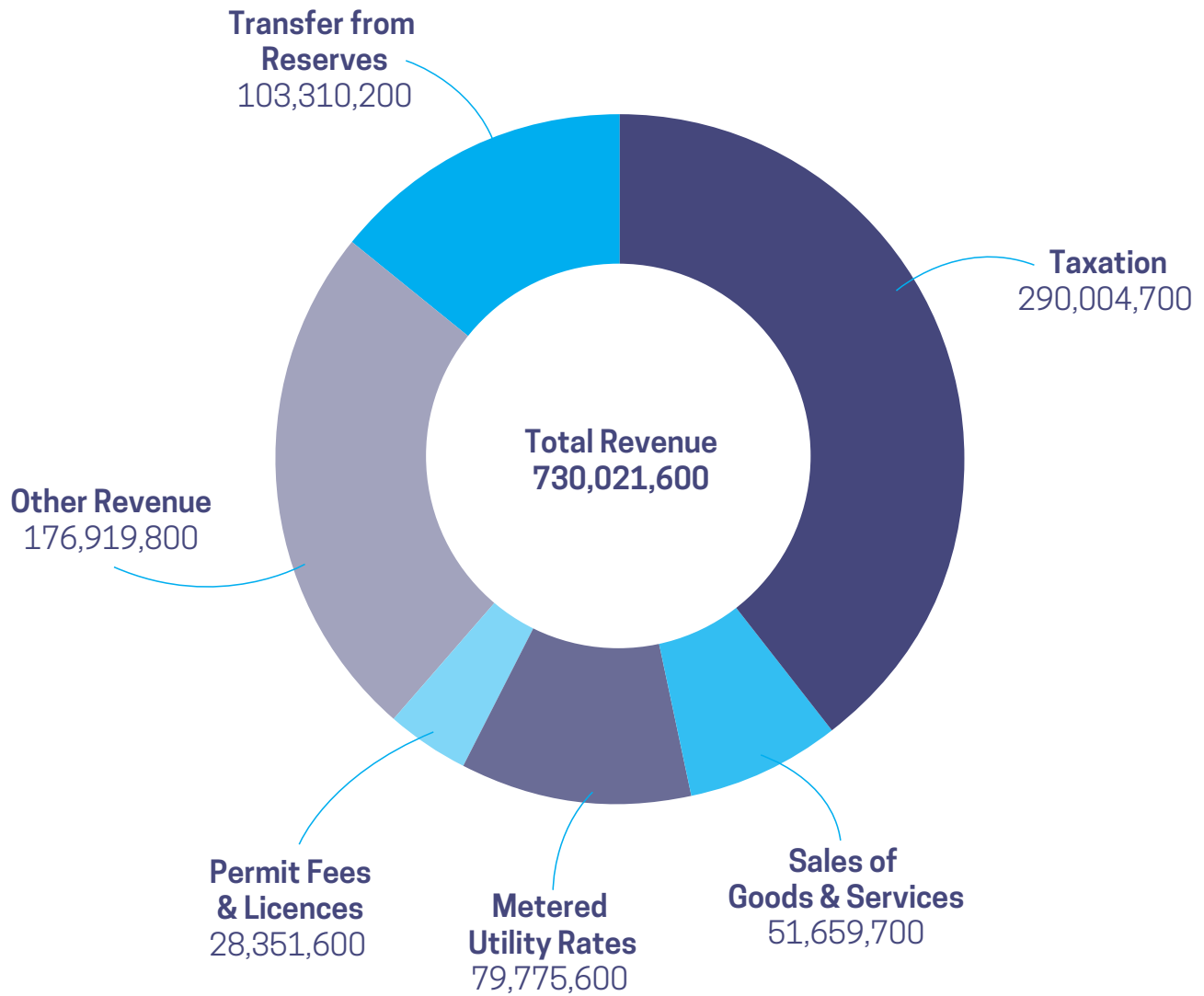
Statement of Financial Activities - Sanitary Sewer Fund

	2016 Actuals	2017 Annual	2018 Provisional
Revenue			
Taxes & Grants In Lieu	18,436,673	18,573,300	18,660,200
Sale of Goods and Services	230,701	-	-
Metered Utility Rates	22,813,716	24,404,600	24,857,900
Permit Fees & Licences	200,760	170,000	200,200
Other Revenue	3,184,441	2,460,500	2,695,000
Transfer From Reserves	12,666,408	13,825,800	11,934,500
Total Revenue	57,532,700	59,434,200	58,347,800
Expenses			
Sewer Administration	512,777	923,300	1,013,700
Damage Claims	9,666	15,000	15,000
Sewer Operations, Maintenance & Construction	36,140,407	38,881,900	38,008,000
Pumpstations	578,194	966,200	974,700
Pump Controls	70,320	405,400	491,400
Sanitary Sewer	1,147,451	1,381,500	1,300,000
Fiscal Items	141,160	574,700	2,350,000
Capital & Other	13,782,474	10,434,100	10,167,900
Total Expenses	52,382,449	53,582,100	54,320,700
Net Change	5,150,250	5,852,100	4,027,100
Opening Balance	72,775,889	77,926,100	83,778,200
Closing Balance	77,926,139	83,778,200	87,805,300

Statement of Financial Activities - Waterworks Utility Fund

	2016 Actuals	2017 Annual	2018 Provisional
Revenue			
Sale of Goods and Services	244,574	36,100	35,300
Metered Utility Rates	52,153,239	54,059,700	54,917,700
Permit Fees & Licences	11,131	14,200	17,200
Other Revenue	1,613,785	1,054,500	1,155,000
Transfer From Reserves	16,036,500	20,732,700	18,708,900
Total Revenue	70,059,230	75,897,200	74,834,100
Expenses			
Water Administration	472,086	739,500	762,800
Water	325,980	407,100	300,000
Water Meter & Valves	339,778	412,600	411,500
Water Operations, Maintenance, & Construction	46,380,843	52,104,400	52,018,000
Water Pumpstations & PVR's	539,355	1,104,500	1,061,800
Fiscal Items	123,451	574,700	625,000
Capital & Other	15,072,377	10,575,100	11,970,000
Total Expenses	63,253,871	65,917,900	67,149,100
Net Change	6,805,359	9,979,300	7,685,000
Opening Balance	33,565,557	40,370,900	50,350,200
Closing Balance	40,370,916	50,350,200	58,035,200

Where the Money Comes From (Consolidated)



Taxation

The primary funding source in 2018 for City services outlined in the 2018 – 2022 Financial Plan is taxation at \$290.0 million which represents 39.7% of the City's total revenue. Property taxation and grants in lieu of property taxation amount to \$271.3 million and sewer parcel taxes amount to \$18.7 million. The increase in taxes to fund municipal services in 2018 is \$4.0 million which represents a 1.5% average residential property tax increase. In addition, the City expects to receive approximately \$7.3 million in new taxation in 2018 as a result of new assessment growth.

The City has nine Property Tax Classes which are shown in the following two tables that outline the past 3 years Total Tax Levy and New Assessment Growth by class:

Total Tax Levy by Class

	Class	Total Tax Levy 2016	Total Tax Levy 2017	Total Tax Levy 2018
Residential	1	118,123,500	124,040,300	128,953,900
Utilities	2	5,659,200	5,589,800	5,664,700
Supportive Housing	3	-	-	-
Major Industry	4	7,093,300	7,228,200	7,378,900
Light Industry	5	13,931,900	14,327,900	14,705,700
Business	6	95,326,500	99,288,000	105,095,800
Managed Forest Land	7	-	-	-
Recreation	8	88,800	91,500	94,500
Farm	9	10,900	9,600	7,600
		240,234,100	250,575,300	261,901,100

New Assessment - Growth by Class

	Class	Assessment Revised Roll	Total Tax Levy 2017	Total Tax Levy 2018
Residential	1	2,251,200	2,432,900	3,056,700
Utilities	2	4,000	(236,300)	(9,000)
Supportive Housing	3	-	-	-
Major Industry	4	600	(74,400)	42,300
Light Industry	5	(45,800)	(280,600)	(72,800)
Business	6	261,000	1,149,300	4,318,200
Managed Forest Land	7	-	-	-
Recreation	8	1,500	100	1,600
Farm	9	400	(100)	(500)
		2,472,900	2,990,900	7,336,500

* 2018 Figures are based on the completed roll and a 1.5% tax increase

Permissive Property Tax Exemptions

Section 224 of the Community Charter provides statutory and permissive (discretionary) exemptions from property taxes. Statutory exemptions primarily cover provincial and municipal properties (public schools, hospitals, parks, etc.) and churches. Permissive exemptions are permitted, at Council's discretion, for other properties such as: land that is ancillary to churches, athletic or service clubs, and not-for-profit enterprises that meet the City's definition of an extension to or contribution towards City services.

Council's policy for granting permissive exemptions dates back to 1986 and was formulated to provide equitable treatment for those applying for exemptions as well as maintaining the property tax base; thereby, minimizing the impact of exemptions on the remaining tax payers. The policy was intended to provide exemptions for services and organizations that provide "complementary extensions of Municipal services and for which the burden resulting from the exemption is a justifiable expense to the taxpayers of Burnaby". The policy stipulates that before being considered for an exemption, properties must comply with the legislation and their use must be:

- Consistent with municipal policies, plans, bylaws, codes and regulations;
- Not-for-profit and not for commercial or private gain;
- Complementary extensions to Municipal services;
- Accessible to the public; and
- Used primarily by Burnaby residents.

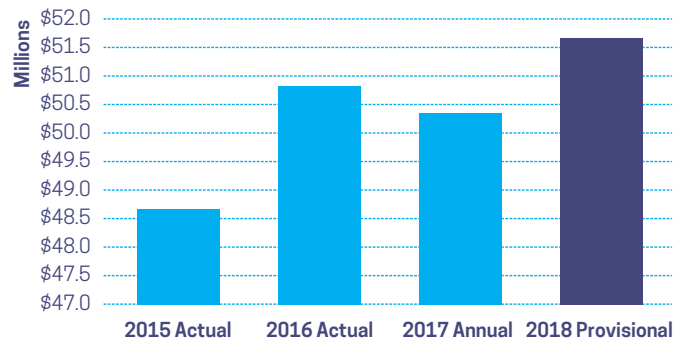
In 1974 Council had also adopted a policy that, regardless of compliance to legislation or civic policy, all residential properties would be responsible for paying property taxes including private hospitals and care homes.

A bylaw under Section 224 may only come into effect for the next taxation year once public notice of the proposed bylaw has been given and subject to the bylaw being adopted on or before October 31 of the year prior to the taxation year for which the exemption is approved. The estimated total value of the property tax exemptions for 2018 is \$1,095,000.

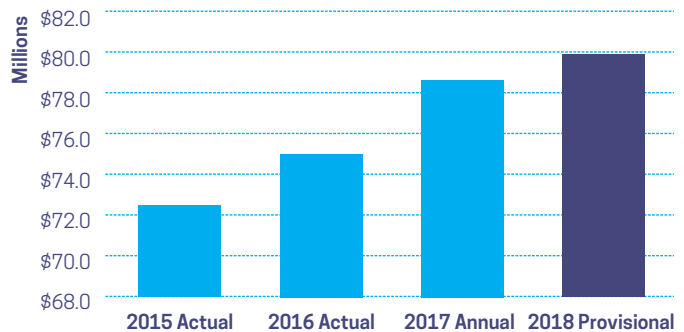
Sales of Goods & Services

Sales of goods and services amount to \$51.7 million, which represents 7.1% of the City's total revenue and consists of revenues generated from user fees, parking meters, facility rentals and property leases. The majority of this revenue stream is primarily from user fees related to the Parks, Recreation and Cultural Services programs. In 2016, a thorough market survey was completed that benchmarked Burnaby's user fees to those of other local cities. These surveys are done every two years to ensure that the City of Burnaby's rates remain reasonable and competitive with similar programs and services that are offered by other nearby municipalities. Based on the findings of the survey, the 2018 Financial Plan includes a 2.0% overall increase to the majority of the City's 533 Bylaw and Non-Bylaw fees and with additional 16 new fees. This increase will help the City with continuing to provide convenient, quality services to all of Burnaby's citizens at a fair and competitive pricing.

Sale of Goods and Services



Metered Utility Rates



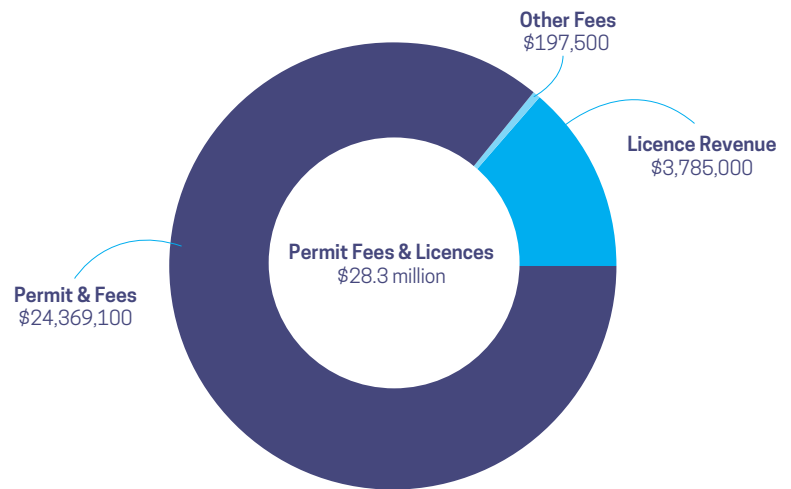
Metered Utility Rates

Metered utility rates consist of Waterworks Utility and Sanitary Sewer Fund user fees for flat and metered service usage. Although Council has held the 2018 utility rates at 2017 levels representing a 0.0% increase, the overall increase in total revenue from 2017 to 2018 reflects year over year growth in billable units. Revenue from metered utility rates amounts to \$79.8 million which represents 10.9% of the City's total revenue.

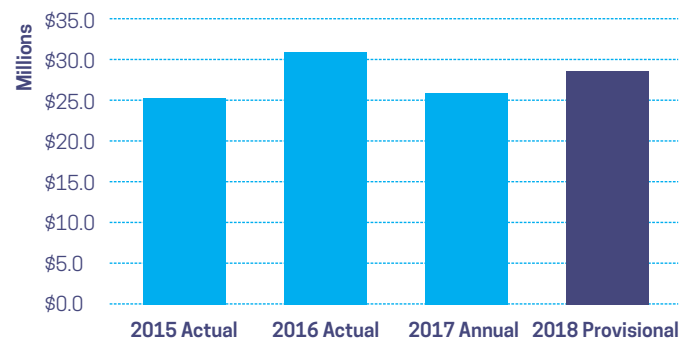
Permit Fees & Licences

Permit Fees & Licences account for 3.9% of the City's total revenue at \$28.3 million which includes inspection fees, refuse fees and other various permit fees. The main driving force behind these revenues is primarily from building inspections as a result of the strong construction and development activity across the City. The fees charged to the public is based on a cost of service recovery model and are approved through the City's Bylaw process. In 2017, the City experienced a very strong year in terms of construction and development activity with 1,649 permits issued generating a total of \$23.7 million in building inspection revenue. This represents a 3 year average year over year growth of 22.3%. Total construction value of permits issued in 2017 increased by 28.3% which represents a 3 year average year over year growth at 15.8%. Overall, this is a strong indication of the continued robust development growth that the City has experienced and is expected to continue into 2018. This tremendous growth is critical to the City's financial health and stability in the form of new taxation revenues that are used to provide funding to the City so that it can continue to offer the same level of quality services to the public.

Permit Fees & Licences



Permit Fees & Licences

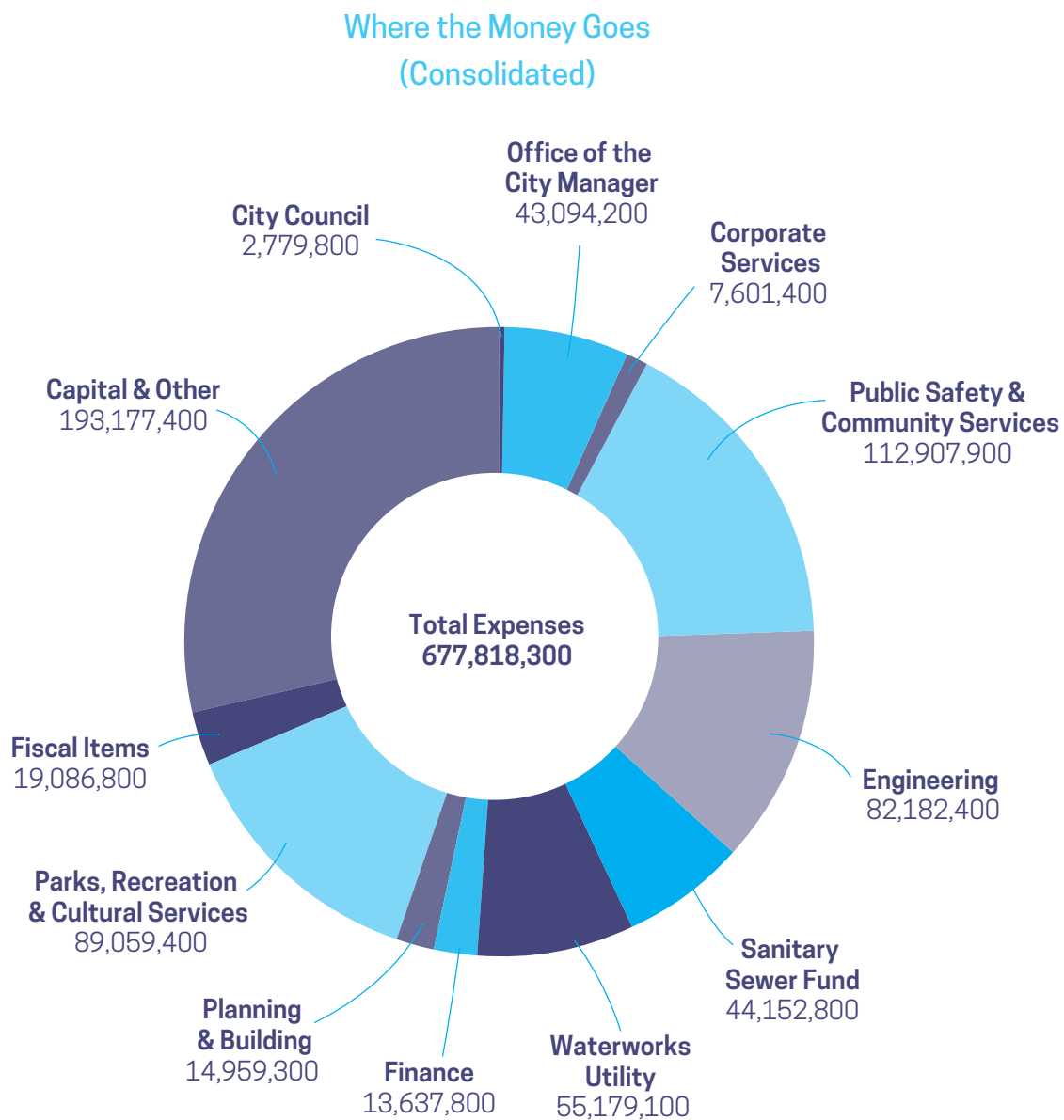


Other Revenue

Other revenue accounts for \$176.9 million or 24.2% of the total City's revenue and includes investment income, casino revenue and anticipated community benefit bonus revenue. Investment income is projected at a 3.0% yield in 2018 generating \$44.5 million in revenue. Also the City receives 10.0% of net earnings from casino operations which is projected at \$9.5 million for 2018. Lastly, the City is anticipating to receive \$95.0 million in Community Benefit Bonus Funds in 2018 due to projected strong construction activity throughout the City.

Transfers From Reserves

Capital expenditures are primarily funded by transfers from reserves. Council has adopted a pay-as-you go policy allowing the City to continue to be debt-free by funding capital projects through Reserve Funds and Reserves. Reserve Funds and Reserves are replenished annually with a transfer from operations equivalent to depreciation expense. The transfer from reserve category amounts to \$103.3 million or 14.2% of total City revenue.



The average cost for property taxes and utilities for a home valued at \$1,640,500 in 2018 is \$2,405 (excluding collections on behalf of other government agencies).

What each home receives for \$2,405:

	2018	2017
Average Residential Property Value	1,155,682	1,076,805
Utility Bill		
Sewer	356	356
Water	314	314
Sub Total	670	670
*General Government	334	287
Public Safety & Community Services	617	619
Engineering	399	417
Planning & Building	20	27
Parks, Recreation & Cultural Services	365	359
Sub Total	1,735	1,709
Total Collection for City Services	2,405	2,379

*General Government includes City Council, Office of the City Manager, Corporate Services and Finance



“Prudent financial planning results in financial sustainability and the delivery of consistent levels of services.”

OPERATING PLAN

The City's Operating Plan includes the City's General Revenue Fund, Sanitary Sewer Fund and Waterworks Utility Fund. The 2018 Financial Plan provides financing of \$484.6 million for these funds.

General Revenue Fund

The General Revenue Fund includes a residential property tax increase of 1.5% after allowing for new property tax growth of \$7.3 million. When compiling the 2018 – 2022 Financial Plan, both short term and long term factors are considered. Expenditure increases include contract wage increases, operational and inflationary increases and provisions for new services and programs.

The City of Burnaby has five Collective Agreements with two Unions – The Canadian Union of Public Employees CUPE Local 23 and the Burnaby Firefighters Union IAFF Local 323. The term of the current Collective Agreement for CUPE is for four years from 2016 January 01 to 2019 December 31, and a comparable agreement has been concluded for Exempt staff. The 2018 wage increase per the CUPE Collective Agreement is 2.0%. The Burnaby Firefighters Union, Local 323 concluded negotiations on a collective agreement increase of 2.5% covering the period 2012 – 2015. The agreements for 2016 to 2018 are currently still outstanding.

The City contracts with the Royal Canadian Mounted Police (RCMP) for Police services. Wage settlements for Police have been settled for the year 2015 and 2016 with an increase of 1.25% in each respective year with a market adjustment increase of 2.30% as of 2016 April 01. Wage settlements for 2017 and 2018 are currently still outstanding.

The five-year Operating Plan provides the City with the expenditure authority and funding required to maintain a high level of service to its citizens while factoring in non-discretionary inflationary increases to costs. The projections for 2019 to 2022 indicate future expenditure and revenue requirements for the City. As future years' estimates are based on current assumptions, these estimates may be increasingly less accurate over time, but are an indication of priorities and will be updated annually.

Sanitary Sewer Fund

The Sanitary Sewer Fund is financially self-sustaining and debt free. Rate changes do not impact property taxes. The Sanitary Sewer Fund provides for funding of infrastructure replacement and enhancement, sanitary treatment provided by Metro Vancouver and ongoing operation and maintenance of the City's sewer system. Council has held 2018 rates at 2017 levels, with a 0% increase.

Waterworks Utility Fund

The Waterworks Utility Fund is also self-financing and debt free. Rate changes do not impact property taxes. The Greater Vancouver Water District provides safe, reliable, high-quality drinking water to Burnaby and is responsible for acquiring and maintaining the water supply. Council has held 2018 rates at 2017 levels, with a 0% increase.

City Operating Plan Workforces

The City's Operating Workforces is calculated by Full-Time Equivalents (FTEs). Included in the City's 2018 Financial Plan is 1,771.21 FTEs that represent both Regular Full Time (RFT) & Regular Part Time (RPT) staff. This number includes 20 new RFT positions and a decrease of 1.93 in RPT positions. In 2018, there were 30 union conversions of temporary staff to RFTs that were approved in 2017.

A three year budget comparison of Regular Full-Time Equivalents (RFTes) by each department is provided in the table below:

	2016	2017	2018	Change
General Revenue Fund				
City Council	12.00	12.00	12.00	-
Office of the City Manager:	216.28	223.36	223.45	0.09
Administration	5.00	4.00	3.00	-1.00 1)
Human Resources	19.00	20.00	20.00	0.00
Burnaby Public Library	135.28	138.36	140.45	2.09 2)
Information Technology	57.00	61.00	60.00	-1.00 3)
Corporate Services:	23.60	23.60	37.00	13.40
Administration	-	-	12.00	12.00 4)
City Clerk	13.00	13.00	13.00	0.00
Legal Services	5.60	5.60	7.00	1.40 5)
Citizen Support Services	5.00	5.00	5.00	-
Public Safety & Community Services:	406.66	413.66	413.66	-
Administration	14.86	15.86	15.86	-
Business Licence & Property Management	14.00	16.00	16.00	-
Fire	286.00	286.00	286.00	-
RCMP Burnaby Detachment	91.80	95.80	95.80	-
Engineering	273.00	293.00	296.00	3.00 6)
Finance	92.27	92.28	96.96	4.68 7)
Planning and Building	116.60	120.60	127.24	6.64 8)
Parks, Recreation & Cultural Services	418.82	444.64	461.90	17.26 9)
Total	1559.23	1623.14	1668.21	45.07
Utility Fund				
Utilities	97.00	100.00	103.00	3.00 10)
Total	97.00	100.00	103.00	3.00
Total General Revenue & Utility Fund	1656.23	1723.14	1771.21	48.07

Notes: The above reported FTE Staffing levels represented "authorized" planned FTE staffing levels as approved in each respective year in the City of Burnaby's Financial Plan.

1) Office of the City Manager - Administration

Overall decrease of 1.00 FTE due to an organizational restructure of internal staff to the new Corporate Services department.

2) Burnaby Public Library

Overall increase of 2.09 FTEs primarily in Burnaby Public Library to support the increased demand in services provided to the public and surrounding communities.

3) Information Technology

Overall decrease of 1.00 FTE due to an organizational restructure of internal staff to the new Corporate Services department.

4) Corporate Services - Administration

Overall increase of 12.00 FTEs due to an organization restructure of internal staff from Office of the City Manager, Information Technology, Planning & Building and Parks, Recreational & Cultural Services to the new Corporate Services department.

5) Legal Services

Overall increase of 1.40 FTEs to support the increase in workload and operational requirements.

6) Engineering

Overall increase of 3.00 FTEs as a result of increased service demand in various Engineering operations.

7) Finance

Overall increase of 4.68 FTEs primarily a result of Union conversions of temporary employees to full time employees.

8) Planning and Building

Overall increase of 6.64 FTEs due to the increase in demand of services resulting from higher construction and development activity in the City, offset by an organizational reorganization of internal staff to the new Corporate Services department.

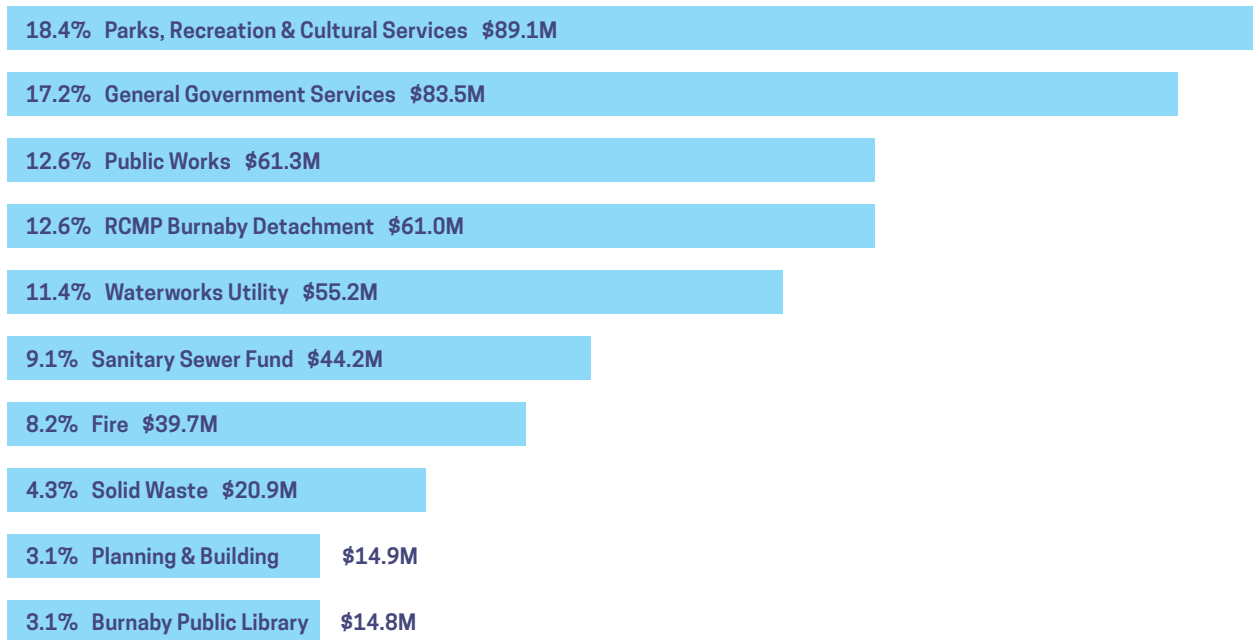
9) Parks, Recreation & Cultural Services

Overall increase of 17.26 FTEs primarily a result of Union conversions of temporary employees to full time employees, offset by an organizational restructure of internal staff to the new Corporate Services department.

10) Utilities

Overall increase of 3.00 FTEs primarily a result of Union conversions of temporary employees to full time employees.

Operating Budget Expenditures



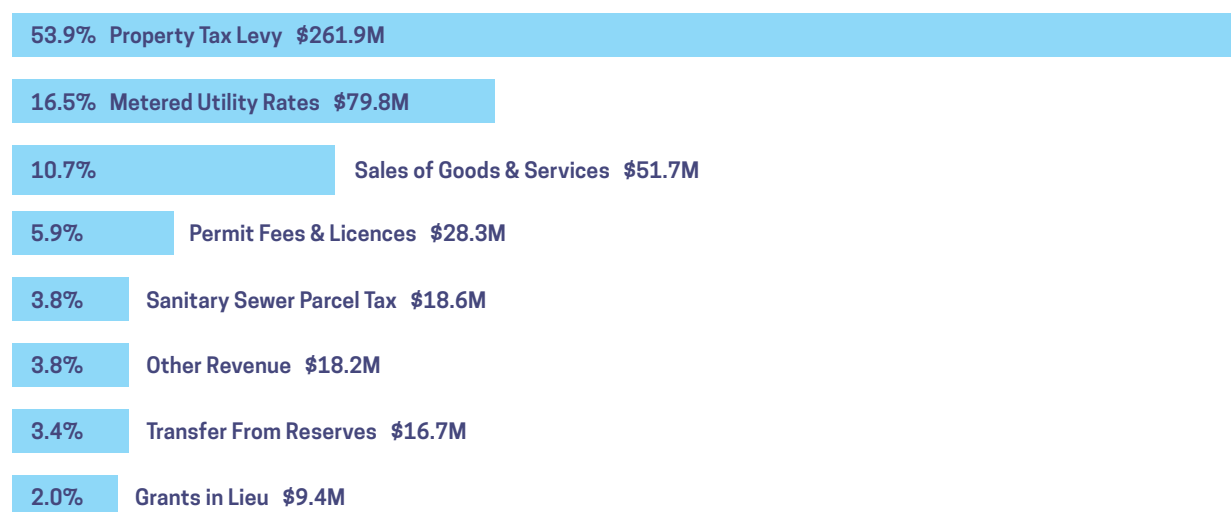
Operating Budget Expenditures Total \$484.6 Million

The City of Burnaby's expenditure profile is relatively constant year over year. Parks, Recreation, and Cultural Services manage 5,400 acres of parkland and deliver programs that provide citizens an opportunity to participate in cultural and recreational activities in their community. This division offers a broad scope of services and accounts for 18.4% of City expenses. General Government Services (City Council, City Clerk, Citizen Support Services, Legal Services, Human Resources, Information Technology, Corporate Services, Public Safety & Community Services Administrations, Finance and Fiscal) account for 17.2% and provide for the overall administrative and strategic support of City operations. Public Works accounts for 12.6% of expenses providing services which include the maintenance of City streets, lighting and signage, and environmental services. Public Safety & Community Services is made up of RCMP Burnaby Detachment and the Fire Department, which account for 12.6% and 8.2% of expenses respectively and provide programs that provide for the safety of the lives and property of our citizens. The remainder of expenses are made up of Solid Waste, the City's garbage collection and recycling program at 4.3%, Planning and Building which accounts for 3.1% and provides the foundation for land use management and development in Burnaby and ensures compliance with the BC Building Code, and the Burnaby Public Library at 3.1% which provides library services from four branches located throughout the City.

The self-funding Waterworks 11.4% and Sanitary Sewer Fund 9.1% account for 20.5% of total expenditures, but approximately 49% of the costs for water and sewer services represent Metro Vancouver costs that are set at the regional level. Generally, these program expenditures have grown at a higher rate than other areas due to the need for heavy capital investment to replace aging infrastructure across the region.

Growth of the organization expenses has been modest reflecting increased services (for example, the Edmonds Community Centre and Still Creek Recycling Eco-Centre which are now fully operational) and increased information technology to meet our community's desire for on-line services and information.

Operating Budget Revenues



Operating Budget Revenues
Total \$484.6 Million

The City has a stable revenue base. Funds for the operating budget come from several sources, with property taxes being the primary source of revenue providing 53.9% of total City revenue.

Metered Utility Rates 16.5% and Sanitary Sewer Parcel Tax 3.8% are influenced to a large extent by regional priorities managed by Metro Vancouver. The City of Burnaby's water and sewer services are operated on a self-funding basis. Council sets the rates and budgets every fall when Metro Vancouver charges are known.

Sales of Goods and Services which primarily consist of user fees, parking revenue and rental/lease revenue provide 10.7% of funds. Permit, Licences and Fees revenue make up 5.9%. Remaining sources of revenue consist of Other Revenue 3.8%, Transfers from Reserves 3.4% and Grants in Lieu 2.0%.

Distribution of Property Tax Levy By Department

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Expenditures							
City Council	2,412,686	2,650,100	2,654,300	2,707,300	2,761,400	2,816,700	2,873,100
Office of the City Manager	36,684,844	37,902,800	39,735,000	41,362,200	43,126,600	44,822,800	46,150,600
Administration	998,083	869,700	651,400	664,400	677,700	691,300	705,100
Human Resources	3,612,643	3,526,100	3,763,300	3,938,500	4,122,200	4,309,600	4,505,800
Burnaby Public Library	11,754,216	12,551,900	13,013,000	13,433,900	13,854,800	14,240,600	14,631,800
Information Technology	20,319,902	20,955,200	22,307,300	23,325,400	24,471,900	25,581,300	26,307,900
Corporate Services	3,957,563	3,454,200	5,436,800	5,673,100	5,786,500	5,902,400	6,020,500
Administration	-	-	1,889,000	1,926,700	1,965,200	2,004,500	2,044,600
City Clerk	1,479,753	1,644,300	1,699,300	1,820,600	1,857,000	1,894,200	1,932,100
Legal Services	2,004,298	1,282,400	1,301,600	1,380,300	1,407,900	1,436,100	1,464,800
Citizen Support Services	473,512	527,500	546,900	545,500	556,400	567,600	579,000
Public Safety & Community Services	87,073,964	90,693,400	93,112,700	95,339,500	97,336,400	99,413,000	101,471,300
Administration	671,477	1,434,500	1,533,300	1,628,500	1,661,100	1,694,200	1,728,100
Business Licence & Property Management	(4,843,157)	(5,673,400)	(5,676,100)	(5,789,600)	(5,905,400)	(6,023,500)	(6,143,900)
Fire	39,563,708	39,328,200	39,514,900	40,325,200	41,151,700	41,974,800	42,814,300
RCMP Burnaby Detachment	51,681,936	55,604,100	57,740,600	59,175,400	60,429,000	61,767,500	63,072,800
Engineering	57,892,582	61,183,700	60,249,400	62,070,200	63,311,500	64,577,700	65,869,200
Finance	11,422,807	12,366,900	12,372,800	12,820,000	13,076,400	13,338,000	13,604,800
Planning & Building	(5,966,567)	3,965,400	3,017,200	2,633,600	2,536,300	2,437,100	2,335,900
Parks, Recreation & Cultural Services	49,431,826	52,648,600	55,141,900	59,500,400	63,952,200	69,175,800	72,538,800
Fiscal Items	(2,675,742)	(14,289,800)	(9,819,000)	(9,361,600)	(7,973,300)	(7,065,500)	(3,597,300)
Property Tax Levy for City Services	240,233,962	250,575,300	261,901,100	272,744,700	283,914,000	295,418,000	307,266,900

Summary of Operating Revenues

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Prior Year Property Tax Levy	(231,913,400)	(240,234,100)	(250,575,300)	(261,901,100)	(272,744,700)	(283,914,000)	(295,418,000)
New Property Tax Levy							
Taxes from New Growth	(2,480,200)	(2,991,000)	(7,336,500)	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
Tax Rate Increase	(5,840,362)	(7,350,200)	(3,989,300)	(7,843,600)	(8,169,300)	(8,504,000)	(8,848,900)
Total New Property Tax Levy	(8,320,562)	(10,341,200)	(11,325,800)	(10,843,600)	(11,169,300)	(11,504,000)	(11,848,900)
Total Property Tax Levy	(240,233,962)	(250,575,300)	(261,901,100)	(272,744,700)	(283,914,000)	(295,418,000)	(307,266,900)
Sanitary Sewer Parcel Tax	(18,436,673)	(18,573,300)	(18,660,200)	(19,033,400)	(19,414,000)	(19,802,400)	(20,198,400)
Grants in Lieu	(9,948,309)	(9,716,600)	(9,443,400)	(9,632,300)	(9,824,900)	(10,021,400)	(10,221,800)
Total Taxation	(268,618,944)	(278,865,200)	(290,004,700)	(301,410,400)	(313,152,900)	(325,241,800)	(337,687,100)
Sale of Goods and Services	(50,846,256)	(50,369,900)	(51,659,700)	(52,693,000)	(53,997,000)	(55,577,100)	(57,188,700)
Metered Utility Rates	(74,966,955)	(78,464,300)	(79,775,600)	(81,371,200)	(82,998,700)	(84,658,700)	(86,351,900)
Permit Fees & Licences	(30,741,055)	(25,774,900)	(28,351,700)	(29,568,600)	(30,310,100)	(31,066,200)	(31,837,600)
Other Revenue	(17,625,580)	(17,680,900)	(18,163,600)	(18,988,500)	(19,368,300)	(19,755,700)	(20,150,800)
Transfer from Reserves	(5,412,803)	(18,187,900)	(16,685,600)	(11,221,400)	(11,445,800)	(11,674,600)	(11,908,000)
Total Revenue	(179,592,649)	(190,477,900)	(194,636,200)	(193,842,700)	(198,119,900)	(202,732,300)	(207,437,000)
Total Revenue	(448,211,593)	(469,343,100)	(484,640,900)	(495,253,100)	(511,272,800)	(527,974,100)	(545,124,100)

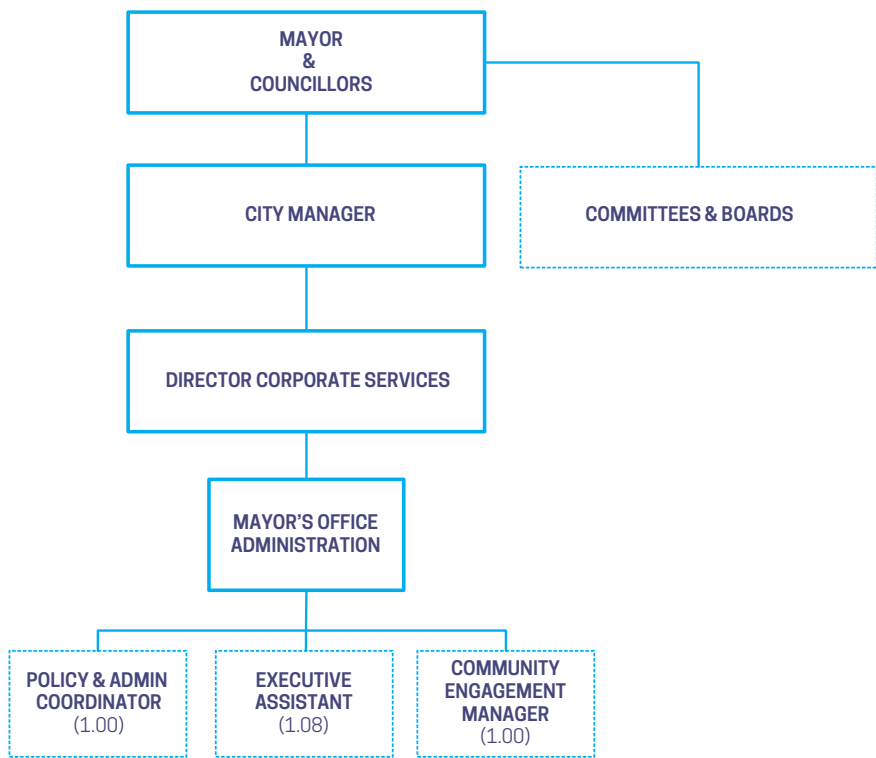
Summary of Operating Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Expenditures							
City Council	2,491,844	2,772,600	2,779,800	2,835,400	2,892,100	2,950,100	3,009,200
Office of the City Manager	39,763,359	40,655,200	43,094,300	43,897,300	45,712,400	47,460,300	48,840,800
Administration	998,083	869,700	651,400	664,400	677,700	691,300	705,100
Human Resources	3,869,862	3,864,600	4,273,400	4,287,500	4,478,200	4,672,700	4,876,100
Burnaby Public Library	13,295,395	14,188,200	14,794,700	14,975,300	15,427,000	15,844,200	16,267,500
Information Technology	21,600,018	21,732,700	23,374,800	23,970,100	25,129,500	26,252,100	26,992,100
Corporate Services	4,832,192	4,173,900	7,601,400	6,578,500	6,710,000	6,844,400	6,981,200
Administration	-	-	1,936,500	1,975,200	2,014,700	2,055,000	2,096,100
City Clerk	1,481,538	1,694,800	2,988,900	1,821,100	1,857,500	1,894,700	1,932,600
Legal Services	2,525,846	1,467,600	1,551,800	1,635,500	1,668,200	1,701,600	1,735,600
Citizen Support Services	824,807	1,011,500	1,124,200	1,146,700	1,169,600	1,193,100	1,216,900
Public Safety & Community Services	104,928,018	109,808,900	112,907,900	115,424,200	117,822,900	120,309,200	122,785,600
Administration	1,838,239	2,635,500	3,191,700	3,255,500	3,320,700	3,387,000	3,454,800
Business Licence & Property Management	8,173,689	8,680,300	8,952,200	9,131,400	9,314,000	9,500,300	9,690,400
Fire	39,769,309	39,615,200	39,721,900	40,536,300	41,367,000	42,194,300	43,038,200
RCMP Burnaby Detachment	55,146,781	58,877,900	61,042,100	62,501,000	63,821,200	65,227,600	66,602,200
Engineering	77,733,599	82,016,200	82,182,400	83,282,900	84,948,500	86,647,500	88,380,400
Utilities	93,683,150	98,490,600	99,331,900	101,318,600	103,345,100	105,412,100	107,520,300
Sanitary Sewer	41,489,306	43,147,900	44,152,800	45,035,900	45,936,600	46,855,400	47,792,500
Waterworks Utility	52,193,844	55,342,700	55,179,100	56,282,700	57,408,500	58,556,700	59,727,800
Finance	12,294,649	13,486,100	13,637,800	13,661,500	13,934,800	14,213,500	14,497,800
Planning & Building	13,613,645	14,208,600	14,959,400	15,464,600	15,773,900	16,089,400	16,411,200
Parks, Recreation & Cultural Services	80,843,163	85,294,200	89,059,400	92,820,900	98,189,100	104,597,400	109,168,900
Fiscal Items	18,027,974	18,436,800	19,086,600	19,969,200	21,944,000	23,450,200	27,528,700
Total Expenditures	448,211,593	469,343,100	484,640,900	495,253,100	511,272,800	527,974,100	545,124,100

Mayor & Council

The Mayor and Council are elected by the residents of Burnaby and are charged with the responsibility of providing good municipal government. The Mayor is the head and chief executive officer of the City. It is the Mayor’s duty and privilege to represent the citizens of Burnaby at various public functions, such as meetings with visiting dignitaries and officials and local community and fund raising events.

The Council is the governing body of the City, and is responsible for seeing that its powers are used for the benefit and protection of its citizens. Of the three levels of Canadian government - federal, provincial and municipal - municipal government is most directly involved in providing services to citizens.



	Regular Full Time	Auxillary	Total
Mayor's Office Adminstration	3.00	0.08	3.08
Total	3.00	0.08	3.08



Mayor & Council Revenue and Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(7,566)	(2,500)	(2,500)	(2,600)	(2,700)	(2,800)	(2,900)
Permit Fees & Licences	(425)	-	(23,000)	(23,500)	(24,000)	(24,500)	(25,000)
Other Revenue	(550)	-	-	-	-	-	-
Transfer from Reserves	(70,617)	(120,000)	(100,000)	(102,000)	(104,000)	(106,100)	(108,200)
Total Revenue	(79,158)	(122,500)	(125,500)	(128,100)	(130,700)	(133,400)	(136,100)
Expenditures							
Mayor & Council	1,015,486	1,051,000	1,053,200	1,074,400	1,095,900	1,118,000	1,140,400
Committees & Boards	371,829	377,000	357,000	364,100	371,400	378,800	386,400
Administration	206,794	334,800	342,300	349,100	356,100	363,200	370,500
Inter Governmental Relations	25,343	100,000	100,000	102,000	104,000	106,100	108,200
Grants	732,975	749,400	766,900	782,200	797,800	813,800	830,100
Bus Pass Program	13,054	38,000	38,000	38,800	39,600	40,400	41,200
Consultants	126,363	122,400	122,400	124,800	127,300	129,800	132,400
Total Expenditures	2,491,844	2,772,600	2,779,800	2,835,400	2,892,100	2,950,100	3,009,200
Funding Required							
Provision From General Revenue	2,412,686	2,650,100	2,654,300	2,707,300	2,761,400	2,816,700	2,873,100

Explanation for change from 2017 to 2018

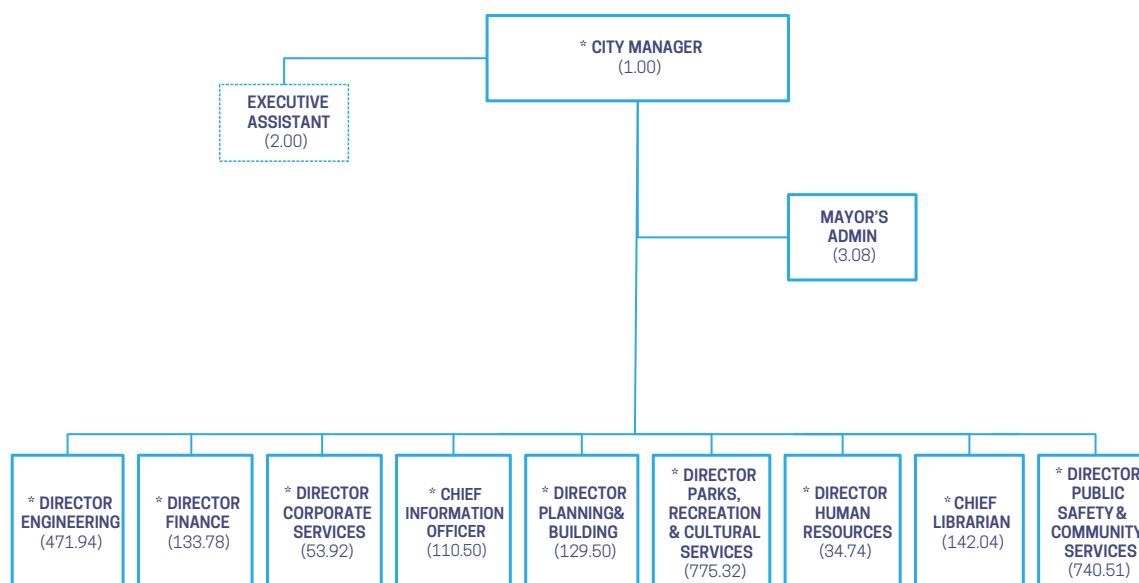
Year over year budget increase of \$4,200 primarily due to collective agreement increases for the administrative staff.



Office of the City Manager

The City Manager is appointed by and reports to City Council. The City Manager directs and provides leadership to the administration and operations of the City.

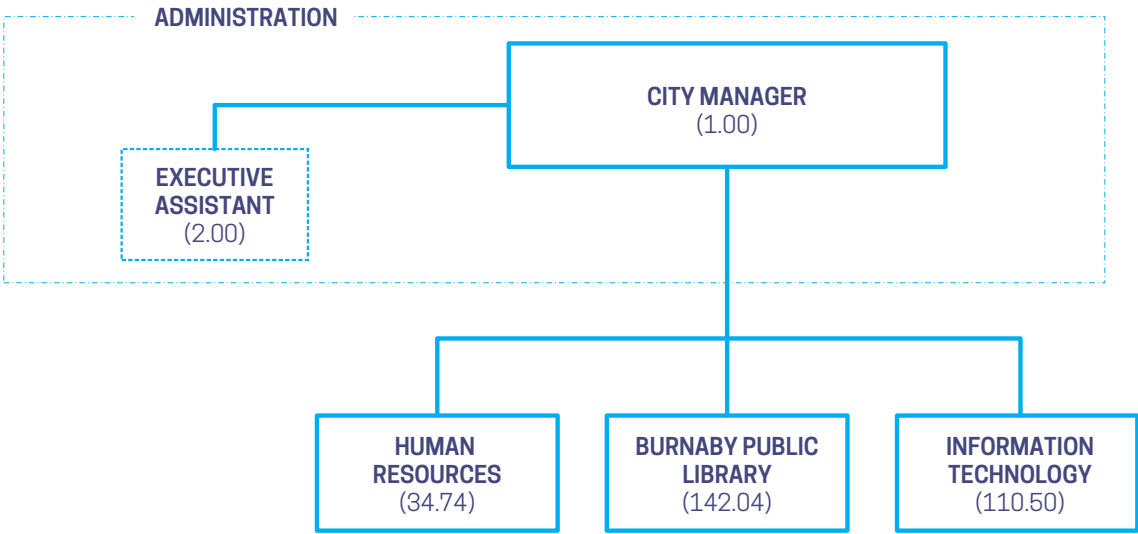
The City Manager leads the Management Committee of 12 members and sets corporate strategic direction and goals in accordance with City Council's policies and goals.



	Regular Full Time	Temporary Full Time	Regular Part Time	Auxiliary	RCMP Regular Members		Total
					Contract	Integrated Teams	
Office of the City Manager	3.00						3.00
Mayor's Admin	3.00			0.08			3.08
Human Resources	20.00	11.75		2.99			34.74
Burnaby Public Library	80.00	1.00	60.45	0.59			142.04
Information Technology	60.00	42.00		8.50			110.50
Corporate Services	37.00	8.00		8.92			53.92
Public Safety & Community Services	412.00	8.63	1.66	16.72	277.00	24.50	740.51
Engineering	399.00	42.49		30.45			471.94
Finance	94.00	27.22	2.96	9.60			133.78
Planning & Building	126.00	1.00	1.24	1.26			129.50
Parks, Recreation & Cultural Services	420.00	55.58	41.90	257.80			775.32
Total	1654.00	197.67	108.21	336.95	277.00	24.50	2598.33

* Members of Management Committee

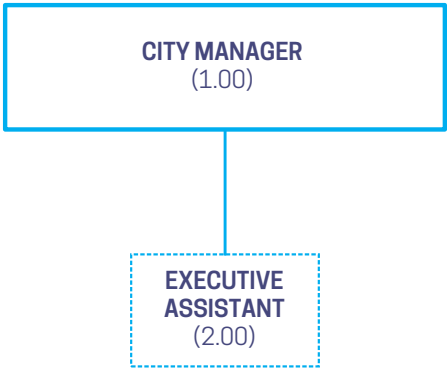




	Regular Full Time	Temporary Full Time	Regular Part Time	Auxillary	Total
Administration	3.00	-	-	-	3.00
Human Resources	20.00	11.75	-	2.99	34.74
Burnaby Public Library	80.00	1.00	60.45	0.59	142.04
Information Technology	60.00	42.00	-	8.50	110.50
Total	163.00	54.75	60.45	12.08	290.28

Office of the City Manager Revenue & Expenditures (Consolidated)

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(614,507)	(505,800)	(505,800)	(515,900)	(526,200)	(536,700)	(547,400)
Other Revenue	(506,239)	(509,000)	(508,900)	(519,100)	(529,500)	(540,100)	(550,900)
Transfer from Reserves	(1,957,769)	(1,737,500)	(2,344,600)	(1,500,100)	(1,530,100)	(1,560,700)	(1,591,900)
Total Revenue	(3,078,514)	(2,752,300)	(3,359,300)	(2,535,100)	(2,585,800)	(2,637,500)	(2,690,200)
Expenditures							
Administration	998,083	869,600	651,400	664,400	677,700	691,300	705,100
Human Resources	3,869,862	3,864,600	4,273,400	4,287,500	4,478,200	4,672,700	4,876,100
Burnaby Public Library	13,295,395	14,188,200	14,794,700	14,975,300	15,427,000	15,844,200	16,267,500
Information Technology	21,600,018	21,732,700	23,374,800	23,970,100	25,129,500	26,252,100	26,992,100
Total Expenditures	39,763,359	40,655,100	43,094,300	43,897,300	45,712,400	47,460,300	48,840,800
Funding Required							
Provision From General Revenue	36,684,844	37,902,800	39,735,000	41,362,200	43,126,600	44,822,800	46,150,600



	Regular Full Time	Total
Office of the City Manager	3.00	3.00
Total	3.00	3.00

Office of the City Manager Administration Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Expenditures							
City Manager's Office	998,083	869,600	651,400	664,400	677,700	691,300	705,100
Total Expenditures	998,083	869,600	651,400	664,400	677,700	691,300	705,100
Funding Required							
Provision From General Revenue	998,083	869,600	651,400	664,400	677,700	691,300	705,100

Explanation for change from 2017 to 2018

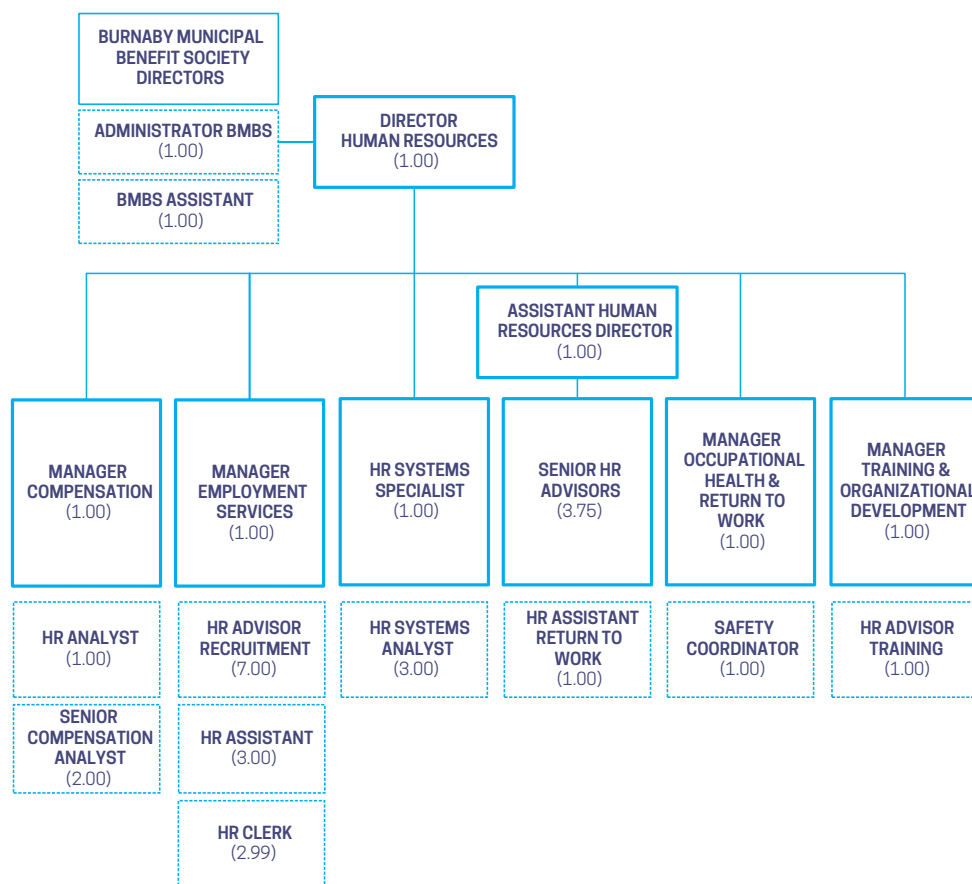
Year over year budget decrease of \$218,200 mainly due to a reorganization of existing staff to the newly created Corporate Services Department.





Human Resources Department

The Human Resources Department supports all levels of City staff to work towards positive outcomes in the interest of the City of Burnaby. This may include creating new strategic and innovative programs based on the needs or recommendations of City employees. The services offered are employee and labour relations, recruitment, compensation and benefits, training and organizational development, wellness, disability management, occupational health and safety and human resource information services.



	Regular Full Time	Temporary Full Time	Auxillary	Total
Human Resources	11.00	8.00	1.08	20.08
Labour Relations, Occupational Health & Safety	5.00	3.75	1.91	10.66
Training & Organizational Development	2.00	-	-	2.00
Benefits (BMBS)	2.00	-	-	2.00
Total	20.00	11.75	2.99	34.74



Human Resources Department Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(8,059)	(38,500)	(38,500)	(39,300)	(40,100)	(40,900)	(41,700)
Transfer from Reserves	(249,160)	(300,000)	(471,600)	(309,700)	(315,900)	(322,200)	(328,600)
Total Revenue	(257,220)	(338,500)	(510,100)	(349,000)	(356,000)	(363,100)	(370,300)
Expenditures							
Human Resource Services	2,353,636	2,264,600	2,428,700	2,487,500	2,642,200	2,800,000	2,965,900
Occupational Health & Safety	824,839	922,500	1,167,500	1,109,300	1,131,500	1,154,100	1,177,200
Benefits Administration	174,231	180,000	182,300	185,900	189,600	193,400	197,300
Training & Organizational Development	517,156	497,500	494,900	504,800	514,900	525,200	535,700
Total Expenditures	3,869,862	3,864,600	4,273,400	4,287,500	4,478,200	4,672,700	4,876,100
Funding Required							
Provision From General Revenue	3,612,643	3,526,100	3,763,300	3,938,500	4,122,200	4,309,600	4,505,800

Explanation for change from 2017 to 2018

Year over year budget increase of \$237,200 primarily due to collective agreement increases and additional staffing complement.



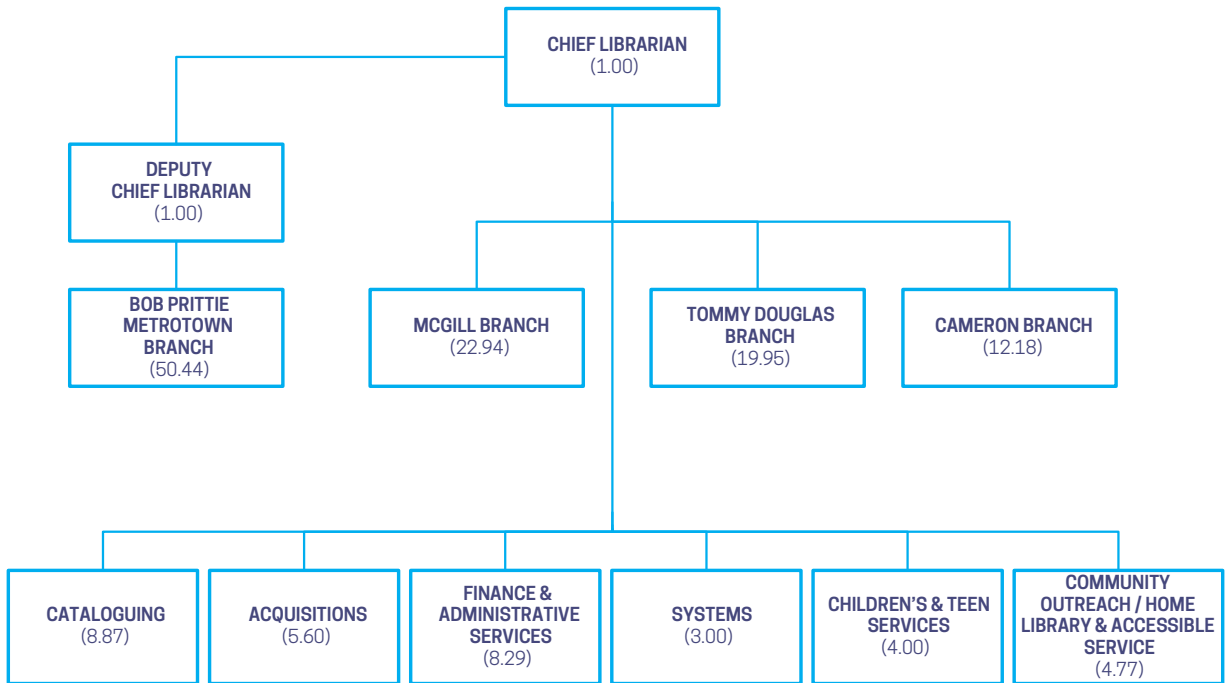
Burnaby Public Library

Burnaby Public Library (BPL) provides free access to a rich array of the world's stories, ideas and information. Our vision is a vibrant community where all people are informed, literate and entertained.

Our four library branches offer books, magazines, DVDs, audiobooks and other materials in a dozen different languages, including innovative collections such as My First Language Kits, which provide families with materials and information to support home language development and cultural identity in the early years. Through our website, Burnaby residents can download free e-books and audiobooks, stream independent films and music, and access online magazines and newspapers.

Our innovative programming for children, teens and adults provides opportunities for more people in our community to interact with ideas and with each other, and seeks to excite and engage people's curiosity and imagination. We offer in-person programs at all four of our branches, including storytimes for babies, toddlers and families, Man in the Moon for male caregivers, and bilingual ASL storytimes. The Library is a gateway to literacy and online learning, and we provide opportunities for learning in-person through classes and individual help, and online through databases that help people learn a language or develop software, business and creative skills.

BPL's branches are important public spaces, meeting places and centres for discovery and dialogue. We provide access to computers and Wi-Fi, and our expert staff help people access the information that they need for work and study, and to navigate essential services online. Library staff work outside our branches too. The Home Library and Accessible Service Department provides personalized service and an exclusive collection of library materials to patrons who are unable to come to our branches due to health reasons or a physical disability; we visit private residences, care facilities, assisted living spaces and other institutions. BPL offers services to newcomers to Burnaby through partnerships with immigrant service organizations, and through our Library Champions program, which trains community members to connect newcomers with library programs and services. And our community outreach staff visit neighbourhood events, schools and other community gather spaces to reach citizens where they live, work and meet.



	Regular Full Time	Temporary Full Time	Regular Part Time	Auxillary	Total
Deputy Chief & Metrotown Branch	24.00	1.00	26.19	0.25	51.44
McGill Branch	9.00	-	13.93	0.01	22.94
Tommy Douglas Branch	10.00	-	9.80	0.15	19.95
Cameron Branch	6.00	-	6.18	-	12.18
Home Library & Accessible Service	3.00	-	1.60	0.17	4.77
Cataloguing	7.00	-	1.87	-	8.87
Acquisitions	5.00	-	0.60	-	5.60
Chief, Finance & Administration	9.00	-	0.28	0.01	9.29
Systems	3.00	-	-	-	3.00
Children's & Teen Services	4.00	-	-	-	4.00
Total	80.00	1.00	60.45	0.59	142.04

Burnaby Public Library Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(606,448)	(467,300)	(467,300)	(476,600)	(486,100)	(495,800)	(505,700)
Other Revenue	(506,239)	(509,000)	(508,900)	(519,100)	(529,500)	(540,100)	(550,900)
Transfer from Reserves	(428,492)	(660,000)	(805,500)	(545,700)	(556,600)	(567,700)	(579,100)
Total Revenue	(1,541,179)	(1,636,300)	(1,781,700)	(1,541,400)	(1,572,200)	(1,603,600)	(1,635,700)
Expenditures							
Branch Services	9,829,768	10,404,100	10,412,200	10,596,900	10,961,100	11,289,000	11,621,200
System Services	2,377,857	2,670,800	3,233,200	3,206,100	3,270,200	3,335,600	3,402,300
Technical Services	1,087,770	1,113,300	1,149,300	1,172,300	1,195,700	1,219,600	1,244,000
Total Expenditures	13,295,395	14,188,200	14,794,700	14,975,300	15,427,000	15,844,200	16,267,500
Funding Required							
Provision From General Revenue	11,754,216	12,551,900	13,013,000	13,433,900	13,854,800	14,240,600	14,631,800

Explanation for change from 2017 to 2018

Year over year budget increase of \$461,100 mainly due to collective agreement increases and additional staffing complement.



Information Technology Department

The Information Technology Department delivers secure, accessible and sustainable technology and information to Burnaby City staff, residents and those who visit or do business with the City. The IT Department partners with other City departments to provide cost effective, innovative IT business solutions for City programs and services. It manages the overall investment in IT and provides leadership for the planning, development and management of the City's information technology solutions.

Citizen-facing services deployed and managed by IT include: free public wireless at key City facilities (including the main City Hall, libraries and recreation complexes), the City of Burnaby website and online services. In addition, the IT Department actively manages the City's technology infrastructure and a broad range of business software solutions that support staff in delivering services across the City.

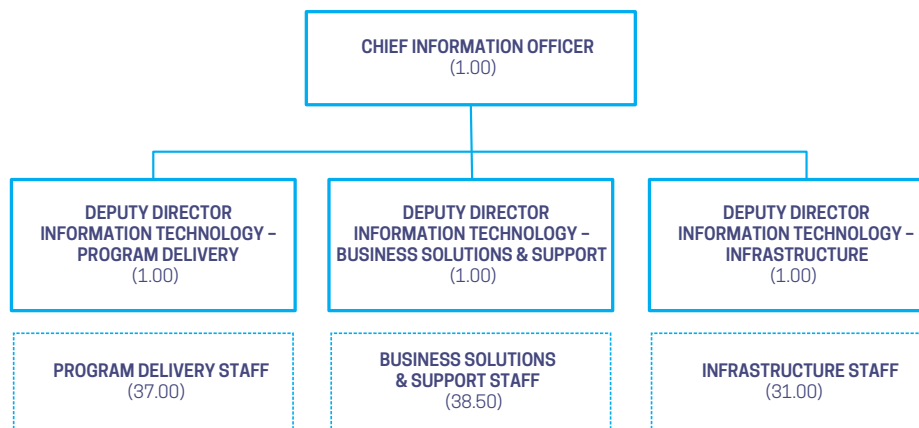
The IT Department supports the following City Corporate Strategic Plan goals: A Connected Community; A Dynamic Community; A Thriving Organization and A Safe Community. IT is also committed to ensuring that all City technology is business focused, cost effective, available, accessible, secure and sustainable.

To effectively support the delivery of IT services, the department is organized into three divisions:

Infrastructure oversees the planning, implementation, support and administration of cost effective, energy efficient and sustainable services for: Helpdesk and IT service management, core fibre infrastructure, internal networks, telecommunications, security and access services, servers and appliances, databases, desktops, mobile devices and all infrastructure support and maintenance contracts.

Business Solutions & Support is responsible for the planning, development, implementation, integration and support of the City's business applications. It partners with other City departments to ensure the City's software applications evolve to meet the changing needs of Burnaby staff, citizens, businesses and visitors. It also provides ongoing sustainment and support, including information management, regular software upgrades and access.

Program Delivery supports the successful implementation and sustainment of IT programs through project and portfolio planning and management, quality assurance, training and change management. It also develops and manages the technology that underpins the City's internet and intranet sites.



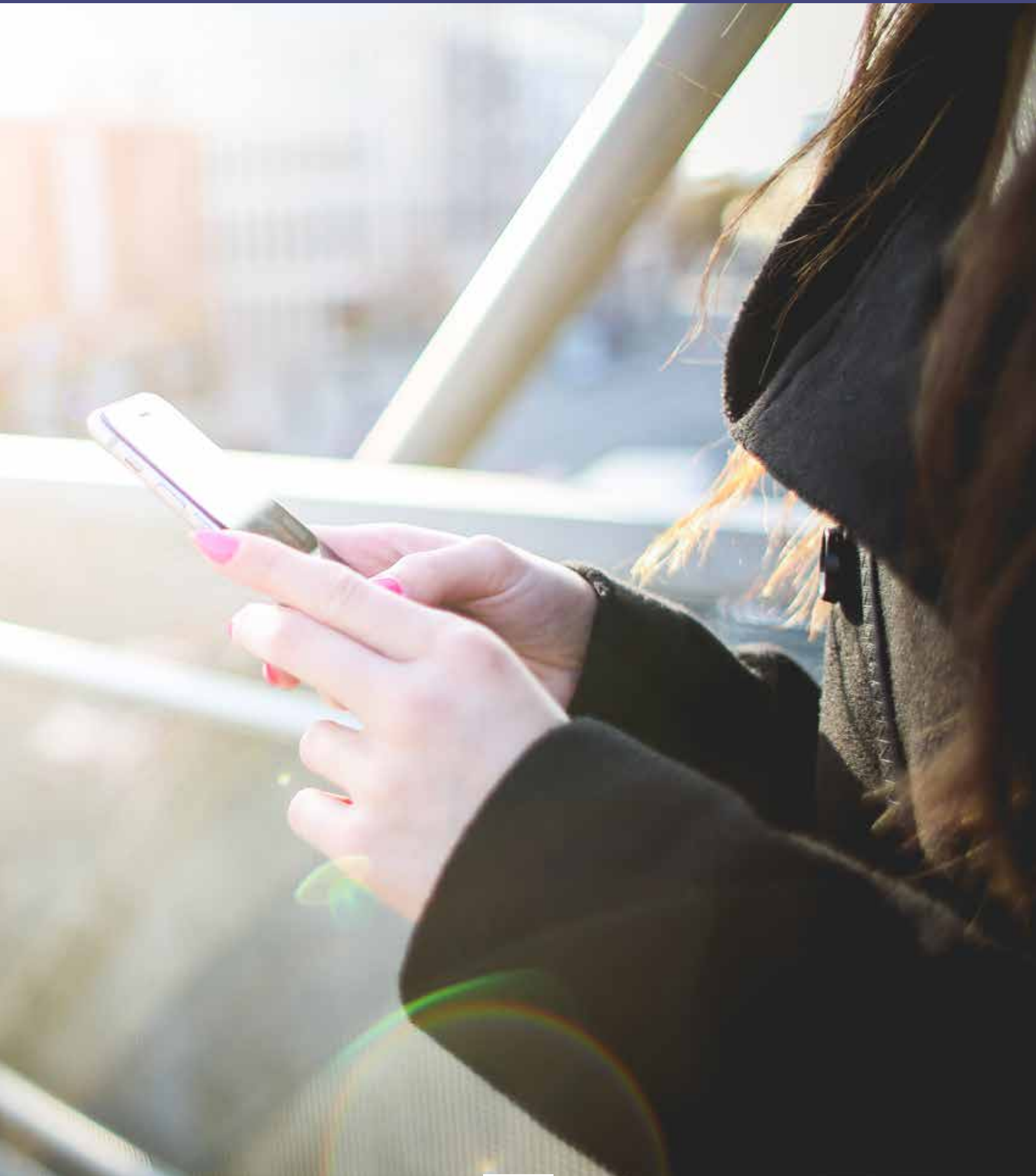
	Regular Full Time	Temporary Full Time	Auxillary	Total
IT Administration	1.00	-	-	1.00
IT Program Delivery	15.00	17.00	6.00	38.00
IT Business Solutions & Support	20.00	19.00	0.50	39.50
IT Infrastructure	24.00	6.00	2.00	32.00
Total	60.00	42.00	8.50	110.50

Information Technology Department Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Transfer from Reserves	(1,280,116)	(777,500)	(1,067,500)	(644,700)	(657,600)	(670,800)	(684,200)
Total Revenue	(1,280,116)	(777,500)	(1,067,500)	(644,700)	(657,600)	(670,800)	(684,200)
Expenditures							
IT Administration	248,113	253,500	259,000	264,200	269,500	274,900	280,400
IT Program Delivery	3,010,950	2,629,900	2,779,800	2,947,400	3,006,300	3,241,400	3,306,200
IT Business Solution & Support	9,736,823	9,709,500	10,830,300	10,992,700	11,692,600	12,171,500	12,429,900
IT Infrastructure	8,604,132	9,139,800	9,505,700	9,765,800	10,161,100	10,564,300	10,975,600
Total Expenditures	21,600,018	21,732,700	23,374,800	23,970,100	25,129,500	26,252,100	26,992,100
Funding Required							
Provision From General Revenue	20,319,902	20,955,200	22,307,300	23,325,400	24,471,900	25,581,300	26,307,900

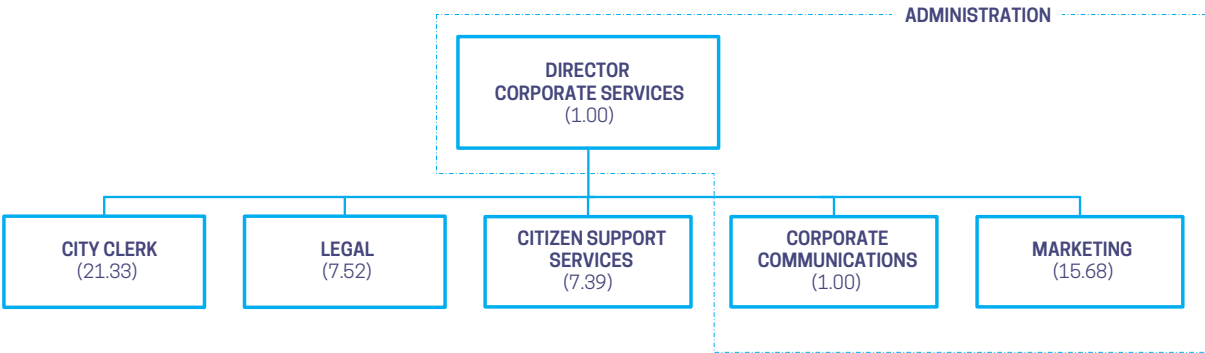
Explanation for change from 2017 to 2018

Year over year budget increase of \$1,352,100 is due to the collective agreement increases and increased staffing complement. The change is also due to additional software licencing fees such as the newly implemented Licence, Inspections, and Permits System (LIPS) and increases to other existing software licence fees such as Microsoft.



Corporate Services Department

The Corporate Services Department oversees the City Clerk’s Department, Legal Department, Citizen’s Support Services, Corporate Communications and Marketing.



	Regular Full Time	Temporary Full Time	Auxillary	Total
CS Administration	12.00	2.00	3.68	17.68
City Clerk	13.00	5.00	3.33	21.33
Legal Services	7.00	-	0.52	7.52
Citizen Support Services	5.00	1.00	1.39	7.39
Total	37.00	8.00	8.92	53.92



Corporate Services Administration is responsible for the City's overall communication and marketing content to provide up to date information to the Citizens of Burnaby on City activities including Council priorities, policy development, new or changed public programs and services as well as upcoming events across the City. This new department includes administrative staff as well as the Communication and Marketing Departments.

Corporate Communication is responsible for City communication planning and content development, focused on ensuring that Burnaby citizens and businesses have easy access to city information and opportunities for engagement with City Council and administrative services. The department provides advice, counsel and leadership to the City with respect to communications planning and issues management. The department ensures messages to the public are clear and consistent, and that they support civic participation and understanding of Council priorities, policy development, and City programs and services.

Corporate Marketing provides information to the Burnaby community that ensures broad public awareness of all City programs, services and events, including those at the Shadbolt Centre for the Arts, Burnaby Village Museum, Burnaby Art Gallery, and Burnaby golf courses, recreation centres, parks and food services. The department designs, produces, publishes and evaluates traditional and digital marketing materials, with a focus on enabling all citizens to readily access information about city services and to engage with the City. Marketing is also responsible for overseeing content on the corporate website and corporate social media, to optimize the effectiveness of communication to and from the community, as well as to ensure that information conforms to graphic and brand standards.

Corporate Services Administration Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	-	-	(47,500)	(48,500)	(49,500)	(50,500)	(51,500)
Total Revenue	-	-	(47,500)	(48,500)	(49,500)	(50,500)	(51,500)
Expenditures							
Corporate Services	-	-	246,300	251,200	256,200	261,300	266,500
Corporate Communications	-	-	140,500	143,300	146,200	149,100	152,100
Marketing	-	-	1,549,700	1,580,700	1,612,300	1,644,600	1,677,500
Total Expenditures			1,936,500	1,975,200	2,014,700	2,055,000	2,096,100
Funding Required							
Provision From General Revenue	-	-	1,889,000	1,926,700	1,965,200	2,004,500	2,044,600

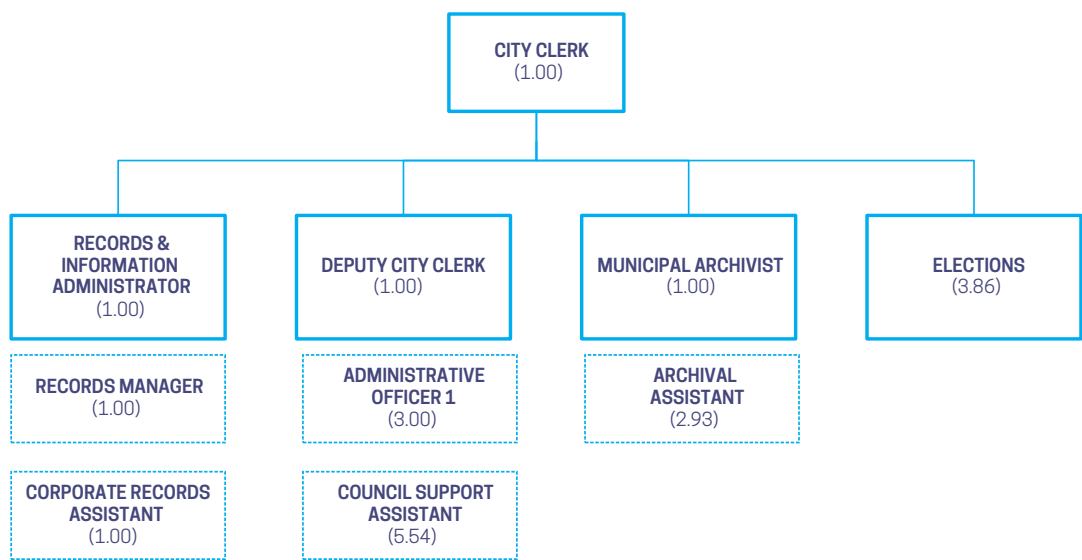
Explanation for change from 2017 to 2018

Newly created department created through a reorganization of other department resources.



City Clerk

The City Clerk is the keeper and manager of official City records and provides administrative support to Council and its various Boards, Committees and Commissions as well as assisting the general public with information relating to City Hall and City Council.



	Regular Full Time	Temporary Full Time	Auxillary	Total
City Clerk	2.00	2.00	-	4.00
Deputy City Clerk	9.00	-	0.54	9.54
City Archive Operation	2.00	1.00	0.93	3.93
Elections	-	2.00	1.86	3.86
Total	13.00	5.00	3.33	21.33



City Clerk Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(1,786)	(500)	(500)	(500)	(500)	(500)	(500)
Transfer from Reserves	-	(50,000)	(1,289,100)	-	-	-	-
Total Revenue	(1,786)	(50,500)	(1,289,600)	(500)	(500)	(500)	(500)
Expenditures							
Clerk's Office	1,189,418	1,335,500	1,500,600	1,479,600	1,509,200	1,539,400	1,570,200
Elections	1,822	-	1,153,500	-	-	-	-
City Archives Operations	290,299	359,300	334,800	341,500	348,300	355,300	362,400
Total Expenditures	1,481,538	1,694,800	2,988,900	1,821,100	1,857,500	1,894,700	1,932,600
Funding Required							
Provision from General Revenue	1,479,753	1,644,300	1,699,300	1,820,600	1,857,000	1,894,200	1,932,100

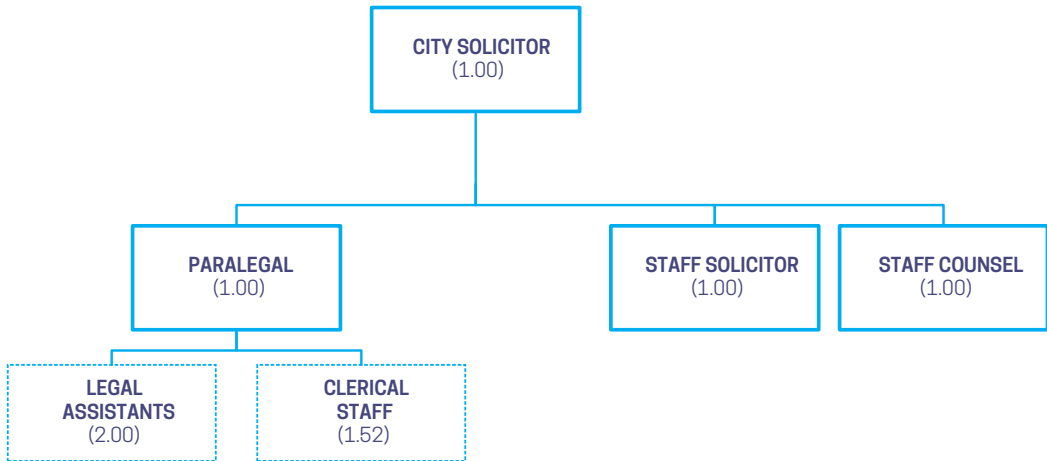
Explanation for change from 2017 to 2018

Year over year budget increase of \$55,000 primarily due to collective agreement increases.



Legal Services

The Legal Services is responsible for coordinating and preparing bylaws, contracts, development agreements and other legal documents, in addition to providing legal advice and services to other City departments. Legal Services also manages legal proceedings involving the City.



	Regular Full Time	Auxillary	Total
Legal Services	7.00	0.52	7.52
Total	7.00	0.52	7.52



Legal Services Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(377,546)	(185,200)	(250,200)	(255,200)	(260,300)	(265,500)	(270,800)
Transfer from Reserves	(144,003)	-	-	-	-	-	-
Total Revenue	(521,548)	(185,200)	(250,200)	(255,200)	(260,300)	(265,500)	(270,800)
Expenditures							
Legal Services	2,525,846	1,467,600	1,551,800	1,635,500	1,668,200	1,701,600	1,735,600
Total Expenditures	2,525,846	1,467,600	1,551,800	1,635,500	1,668,200	1,701,600	1,735,600
Funding Required							
Provision from General Revenue	2,004,298	1,282,400	1,301,600	1,380,300	1,407,900	1,436,100	1,464,800

Explanation for change from 2017 to 2018

Year over year budget increase of \$19,200 mainly due to collective agreement increases.



Citizen Support Services

Citizen Support Services is responsible for recruiting and managing volunteers who assist and serve the vulnerable sector – babies, children and seniors. Through a variety of programs and services, volunteers help improve the quality of life for children and families and help seniors, including frail elderly persons, by keeping them socially connected and maintaining their independence to live at home.



	Regular Full Time	Temporary Full Time	Auxillary	Total
Citizen Support Services	5.00	1.00	1.39	7.39
Total	5.00	1.00	1.39	7.39



Citizen Support Services Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(90,327)	(118,500)	(185,700)	(189,400)	(193,200)	(197,100)	(201,000)
Other Revenue	(137,783)	(355,000)	(369,000)	(376,400)	(383,900)	(391,600)	(399,400)
Transfer from Reserves	(123,185)	(10,500)	(22,600)	(35,400)	(36,100)	(36,800)	(37,500)
Total Revenue	(351,295)	(484,000)	(577,300)	(601,200)	(613,200)	(625,500)	(637,900)
Expenditures							
Citizen's Support	479,640	516,000	537,700	548,500	559,400	570,700	582,100
Citizen's Support Programs	345,167	495,500	586,500	598,200	610,200	622,400	634,800
Total Expenditures	824,807	1,011,500	1,124,200	1,146,700	1,169,600	1,193,100	1,216,900
Funding Required							
Provision from General Revenue	473,512	527,500	546,900	545,500	556,400	567,600	579,000

Explanation for change from 2017 to 2018

Year over year budget increase of \$19,400 primarily due to collective agreement increases and other inflationary increases to program expenses.



Public Safety & Community Services Department

Public Safety and Community Services Department provides oversight of the RCMP Burnaby Detachment, Fire, Risk Management & Emergency Planning, Parking Enforcement and the Realty & Lands divisions. Regrouping these public safety functions and the Realty & Lands Division under one department allows the City to provide a better service integration and improved response in the future. The City has been moving toward establishing a livable, sustainable and safe community goal through improvements in public policy, service delivery and public engagement.

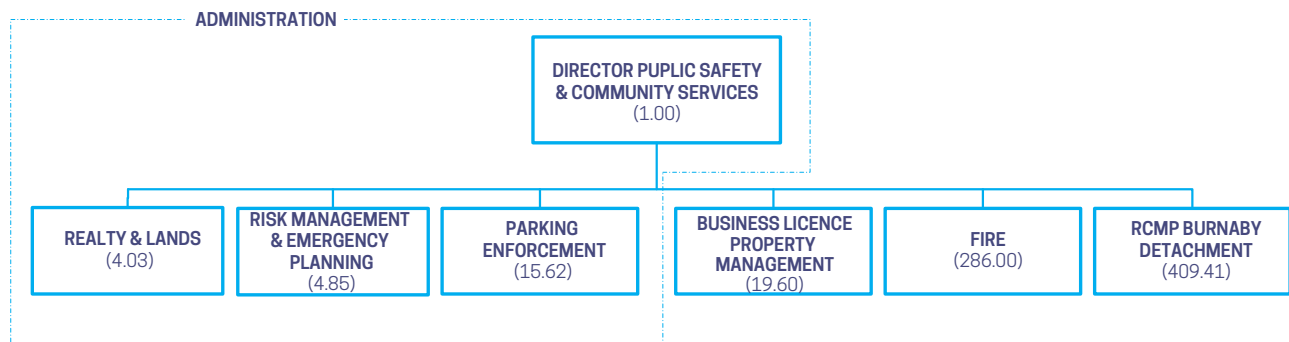
PSCS Administration consists of:

Realty & Lands is responsible for City land acquisitions and sales.

Risk Management and Emergency Planning implements practical measures to ensure City assets are protected and secure; responds to claims made against or by the City; ensures compliance with insurance requirements in contracts; places and maintains insurance on City assets and liability exposures; co-ordinates emergency and disaster response plans; and, provides face-to-face emergency preparedness workshops to the community.

Parking Enforcement enforces City parking regulations and bylaws for general compliance and ensures public and traffic safety.





	Regular Full Time	Temporary Full Time	Regular Part Time	Auxiliary	RCMP Regular Members		Total
					Contract	Integrated Teams	
PSCS Administration	15.00	6.63	0.86	3.01	-	-	25.50
Business Licence & Property Management	16.00	2.00	-	1.60	-	-	19.60
Fire	286.00	-	-	-	-	-	286.00
RCMP Burnaby Detachment - City Employees	95.00	-	0.80	12.11	277.00	24.50	409.41
Total	412.00	8.63	1.66	16.72	277.00	24.50	740.51

PSCS Administration Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(1,166,762)	(1,195,000)	(1,195,000)	(1,218,900)	(1,243,300)	(1,268,200)	(1,293,600)
Transfer from Reserves	-	(6,000)	(463,400)	(408,100)	(416,300)	(424,600)	(433,100)
Total Revenue	(1,166,762)	(1,201,000)	(1,658,400)	(1,627,000)	(1,659,600)	(1,692,800)	(1,726,700)
Expenditures							
Public Safety & Community Services	64,536	363,700	399,900	407,900	416,100	424,400	432,900
Realty & Lands	-	379,100	392,400	400,200	408,200	416,400	424,700
Risk Management	621,291	754,500	765,100	780,400	796,000	811,900	828,100
Parking Enforcement	1,152,411	1,138,200	1,634,300	1,667,000	1,700,400	1,734,300	1,769,100
Total Expenditures	1,838,239	2,635,500	3,191,700	3,255,500	3,320,700	3,387,000	3,454,800
Funding Required							
Provision from General Revenue	671,477	1,434,500	1,533,300	1,628,500	1,661,100	1,694,200	1,728,100

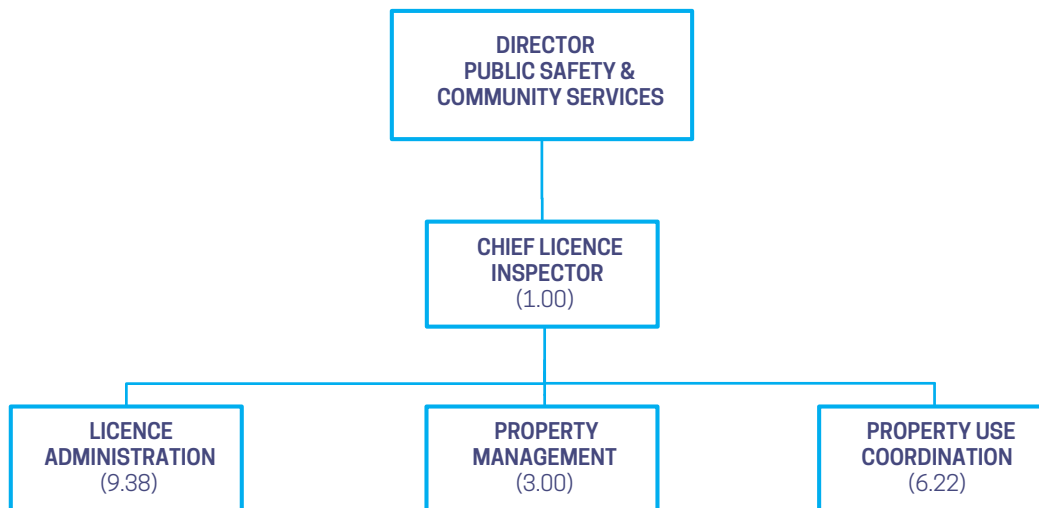
Explanation for change from 2017 to 2018

Year over year budget increase of \$98,800 mainly due to collective agreement increases and additional inflationary increases to program expenditures.



Business Licence & Property Management

Business Licence & Property Management is responsible for ensuring that businesses operating in Burnaby are appropriately licenced and are in compliance with all applicable bylaws in order to ensure public safety and minimize conflict. It is also responsible for rentals and leases of City owned properties. Additional functions include bylaw enforcement regarding private property matters and property use; City liaison with the SPCA in response to Animal Control issues; and dog licensing.



	Regular Full Time	Temporary Full Time	Auxillary	Total
Chief Licence Inspector	1.00	-	-	1.00
Licence Administration	7.00	1.00	1.38	9.38
Property Management	2.00	1.00	-	3.00
Property Use Coordination	6.00	-	0.22	6.22
Total	16.00	2.00	1.60	19.60

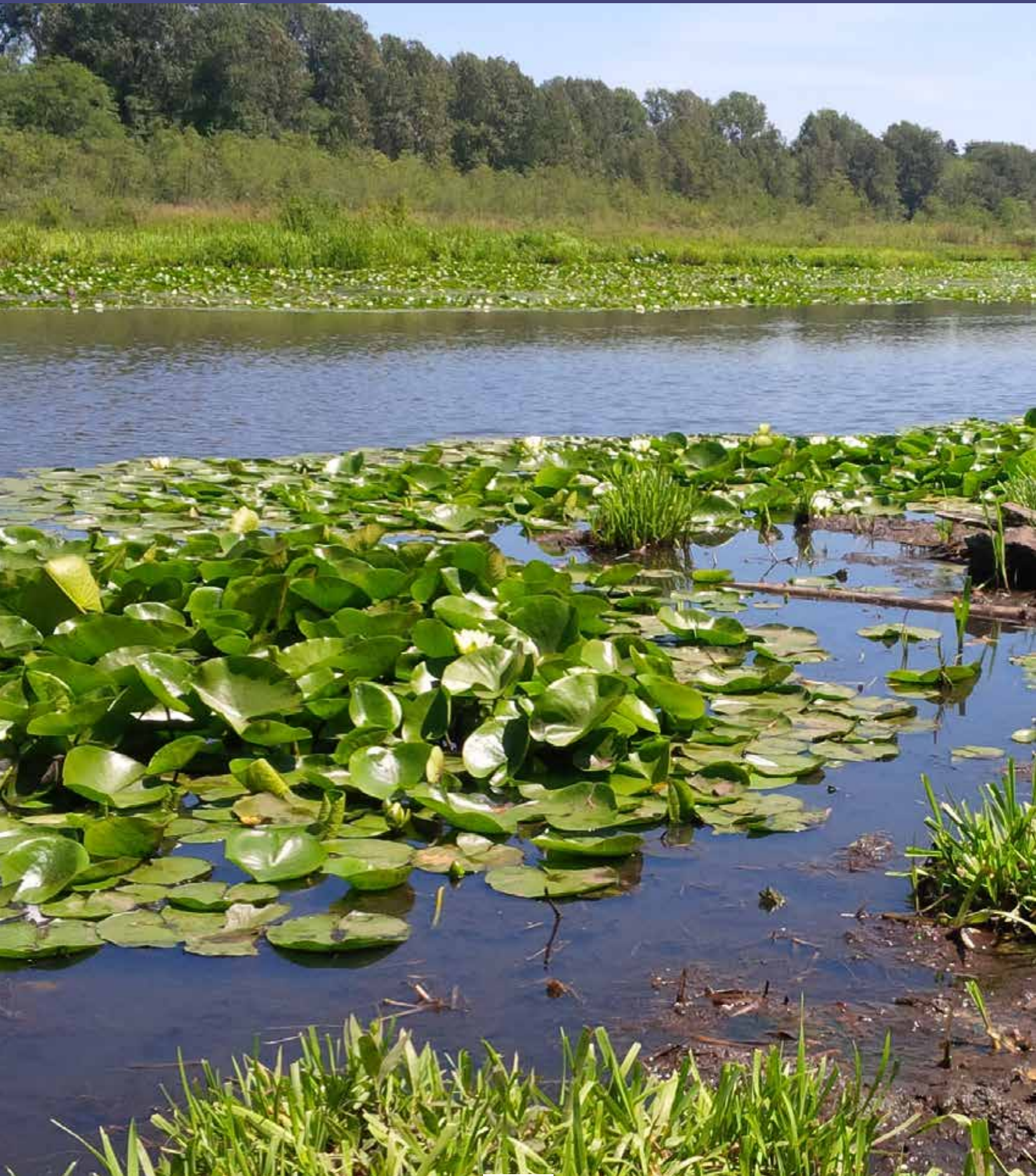


Business Licence & Property Management Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(9,850,441)	(10,052,600)	(10,052,600)	(10,253,700)	(10,458,800)	(10,668,000)	(10,881,400)
Permit Fees & Licences	(3,156,774)	(3,982,500)	(3,982,500)	(4,062,200)	(4,143,400)	(4,226,300)	(4,310,800)
Transfer from Reserves	(9,632)	(318,600)	(593,200)	(605,100)	(617,200)	(629,500)	(642,100)
Total Revenue	(13,016,846)	(14,353,700)	(14,628,300)	(14,921,000)	(15,219,400)	(15,523,800)	(15,834,300)
Expenditures							
Licence Administration	837,821	809,800	834,700	851,500	868,500	885,900	903,700
Property Management	6,102,723	6,557,500	6,854,500	6,991,600	7,131,400	7,274,000	7,419,500
Property Use Coordination	1,233,145	1,313,000	1,263,000	1,288,300	1,314,100	1,340,400	1,367,200
Total Expenditures	8,173,689	8,680,300	8,952,200	9,131,400	9,314,000	9,500,300	9,690,400
Funding Required							
Provision from General Revenue	(4,843,157)	(5,673,400)	(5,676,100)	(5,789,600)	(5,905,400)	(6,023,500)	(6,143,900)

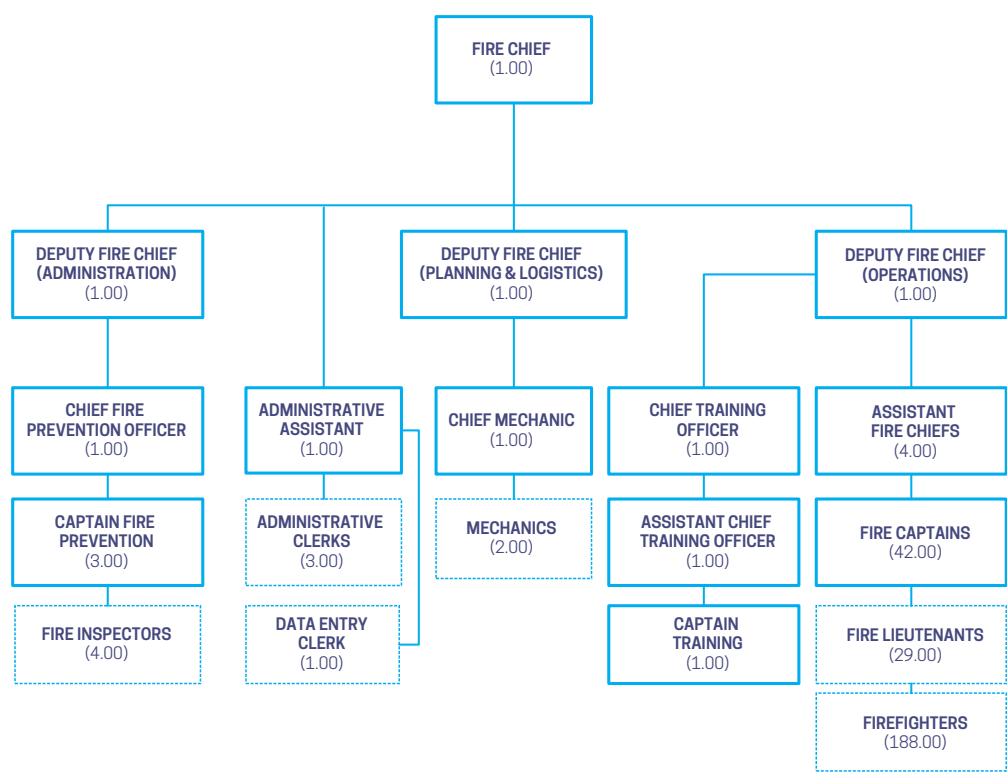
Explanation for change from 2017 to 2018

Year over year budget decrease of \$2,700 primarily due to reduction of facility management expenditures.



Burnaby Fire Department

The Burnaby Fire Department is responsible for ensuring the protection of life and property and the safety and well-being of the citizens of Burnaby. This includes comprehensive fire prevention, enforcement and education, fire suppression, hazardous materials and technical rescue services, both on land and water, as well as providing a high level of first response emergency medical care. The Burnaby Fire Department takes great pride in serving the citizens of Burnaby and is proud to carry on this tradition.



	Regular Full Time	Total
Fire	1.00	1.00
Deputy Fire Chief Planning & Logistics	1.00	1.00
Fire Administration	5.00	5.00
Fire Prevention	9.00	9.00
Firefighting	264.00	264.00
Mechanical Services	3.00	3.00
Fire Training	3.00	3.00
Total	286.00	286.00



Burnaby Fire Department Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(91,780)	(70,000)	(60,000)	(61,200)	(62,400)	(63,600)	(64,900)
Permit Fees & Licences	(113,821)	(96,500)	(106,500)	(108,600)	(110,800)	(113,000)	(115,300)
Other Revenue	-	(500)	(500)	(500)	(500)	(500)	(500)
Transfer from Reserves	-	(120,000)	(40,000)	(40,800)	(41,600)	(42,400)	(43,200)
Total Revenue	(205,601)	(287,000)	(207,000)	(211,100)	(215,300)	(219,500)	(223,900)
Expenditures							
Administration	1,072,737	1,041,600	1,095,100	1,117,000	1,139,200	1,161,900	1,185,100
Prevention	1,153,757	1,351,400	1,219,600	1,244,000	1,268,900	1,294,300	1,320,200
Training	317,070	677,600	611,000	623,200	635,700	648,400	661,400
Fire Fighting	34,421,534	33,774,300	33,919,900	34,618,300	35,330,700	36,037,300	36,758,000
Firehalls Station Operations	784,487	738,500	734,000	748,700	763,700	779,000	794,600
Mechanical Services	2,019,724	2,031,800	2,142,300	2,185,100	2,228,800	2,273,400	2,318,900
Total Expenditures	39,769,309	39,615,200	39,721,900	40,536,300	41,367,000	42,194,300	43,038,200
Funding Required							
Provision from General Revenue	39,563,708	39,328,200	39,514,900	40,325,200	41,151,700	41,974,800	42,814,300

Explanation for change from 2017 to 2018

Year over year budget increase of \$186,700 mainly due to inflationary increases to equipment and vehicle maintenance expenditures.

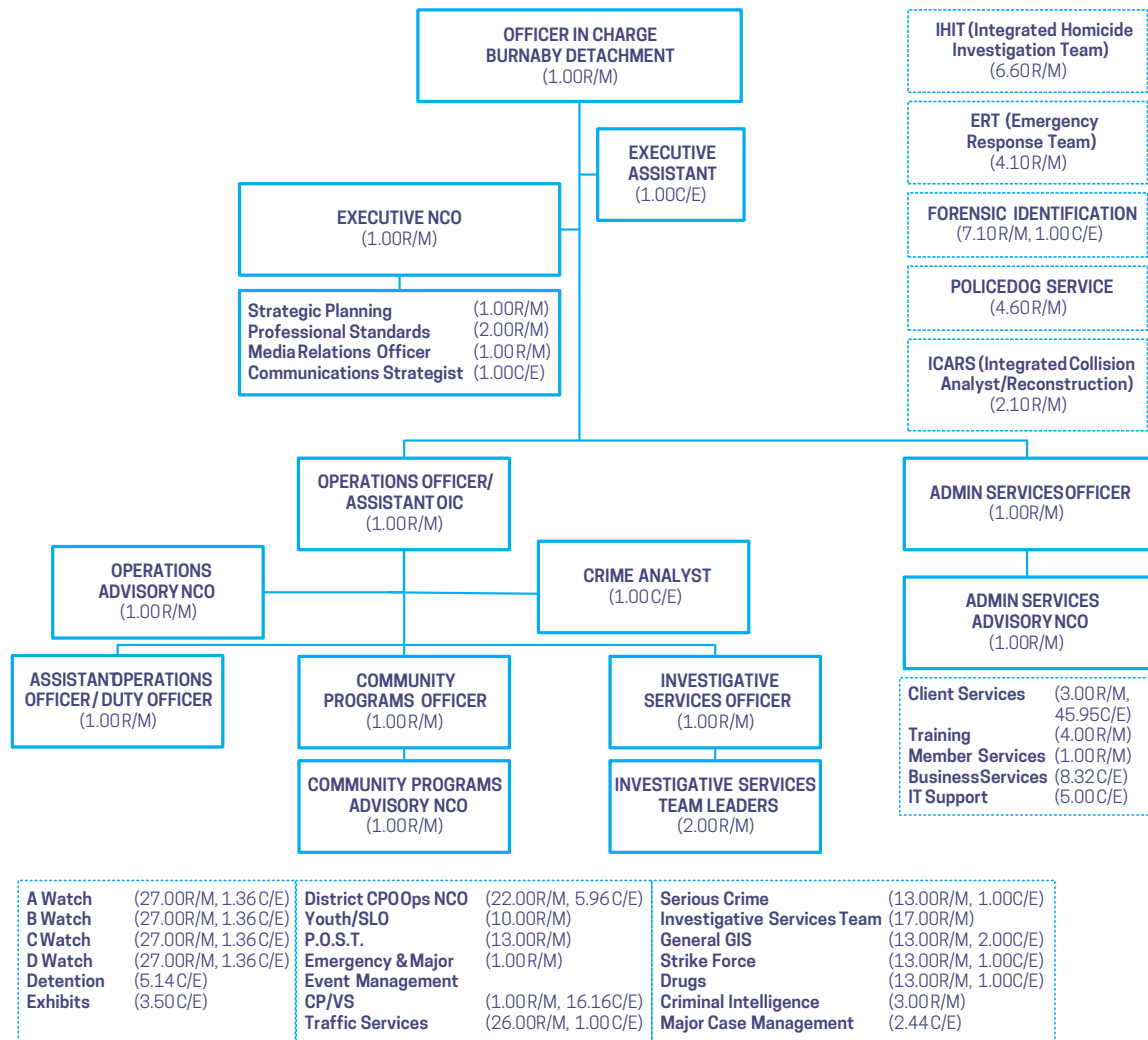


RCMP Burnaby Detachment

The RCMP Burnaby Detachment is responsible for law enforcement, crime prevention and maintaining the peace and safety for our community. RCMP Burnaby Detachment works closely with all community stakeholders in pursuit of its mandate and this commitment is reflected in our motto: Partners for a safe community.

To foster the Community engagement, the City has established Community Police Offices in each of the four Town Centres of the City where many citizens are engaged in numerous programs such as: Cell Watch, Crime Watch, Business Watch, Block Watch to name a few. The City also funds Integrated Regional teams which are tasked with homicide investigation, emergency response to critical incidents, forensic identification, police dog services and collision reconstruction.





LEGEND

OIC Officer in Charge
NCO Non-Commissioned Officer
R/M Contract Regular Member
C/E City Employee

	City Employees			RCMP Contract	
	Regular Full Time	Regular Part Time	Auxiliary	Regular Members	Total
Officer in Charge	-	-	-	1.00	1.00
Executive	2.00	-	-	5.00	7.00
Operations Officer	1.00	-	-	2.00	3.00
Assistant Operations Officer	12.00	0.40	1.68	109.00	123.08
Community Programs Officer	19.00	-	4.12	75.00	98.12
Investigative Services Officer	7.00	-	0.44	75.00	82.44
Administrative Services Officer	53.00	0.40	5.87	10.00	69.27
Integrated Teams	1.00	-	-	24.05	25.50
Total	95.00	0.80	12.11	301.50	409.41

RCMP Burnaby Detachment Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(599,878)	(479,100)	(601,100)	(613,100)	(625,400)	(637,900)	(650,700)
Permit Fees & Licences	(52,894)	(42,000)	(42,000)	(42,800)	(43,700)	(44,600)	(45,500)
Other Revenue	(2,750,838)	(2,682,700)	(2,547,400)	(2,598,300)	(2,650,300)	(2,703,300)	(2,757,400)
Transfer from Reserves	(61,235)	(70,000)	(111,000)	(71,400)	(72,800)	(74,300)	(75,800)
Total Revenue	(3,464,845)	(3,273,800)	(3,301,500)	(3,325,600)	(3,392,200)	(3,460,100)	(3,529,400)
Expenditures							
Police Community Programs & City Services	4,008,062	4,477,200	4,643,100	4,719,600	4,814,100	4,910,400	5,008,600
Business Services	3,595,222	4,065,800	4,014,200	4,374,500	4,532,000	4,752,600	4,917,700
RCMP Contract	44,027,606	46,259,400	48,121,900	49,084,300	50,066,000	51,067,300	52,088,600
Information Technology	407,166	600,300	615,900	628,200	640,800	653,600	666,700
Police Records Management	3,107,067	3,475,200	3,647,000	3,694,400	3,768,300	3,843,700	3,920,600
Police Support Services	1,240	-	-	-	-	-	-
Block Watch Program	417	-	-	-	-	-	-
Total Expenditures	55,146,781	58,877,900	61,042,100	62,501,000	63,821,200	65,227,600	66,602,200
Funding Required							
Provision from General Revenue	51,681,936	55,604,100	57,740,600	59,175,400	60,429,000	61,767,500	63,072,800

Explanation for change from 2017 to 2018

Year over year budget increase of \$2,136,500 primarily due to the increase of the federal RCMP contract with the remaining increase due to collective agreement increases to civilian staff.

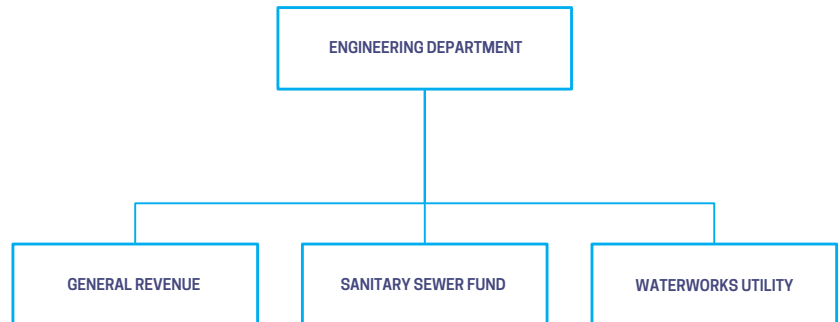


Engineering Department

The Engineering Department is responsible for ensuring the operation and continued service delivery of the City's programs relating to Infrastructure, Environment and Transportation within the General Revenue Fund. The department oversees the operations of the Sanitary Sewer Fund and the Waterworks Utility Fund.

These services include constructing and maintaining roads, sidewalks, surface drainage, snow removal; providing high quality drinking water to homes and businesses by installing and maintaining hundreds of kilometres of water mains, water connections and fire hydrants throughout the City; and providing an effective and reliable

sanitary sewage collection system by installing and maintaining sewer mains. The Engineering Department is also responsible for the maintenance of various City buildings such as fire halls, libraries, community centres, rental properties and the City Hall complex with a continued focus on energy conservation.

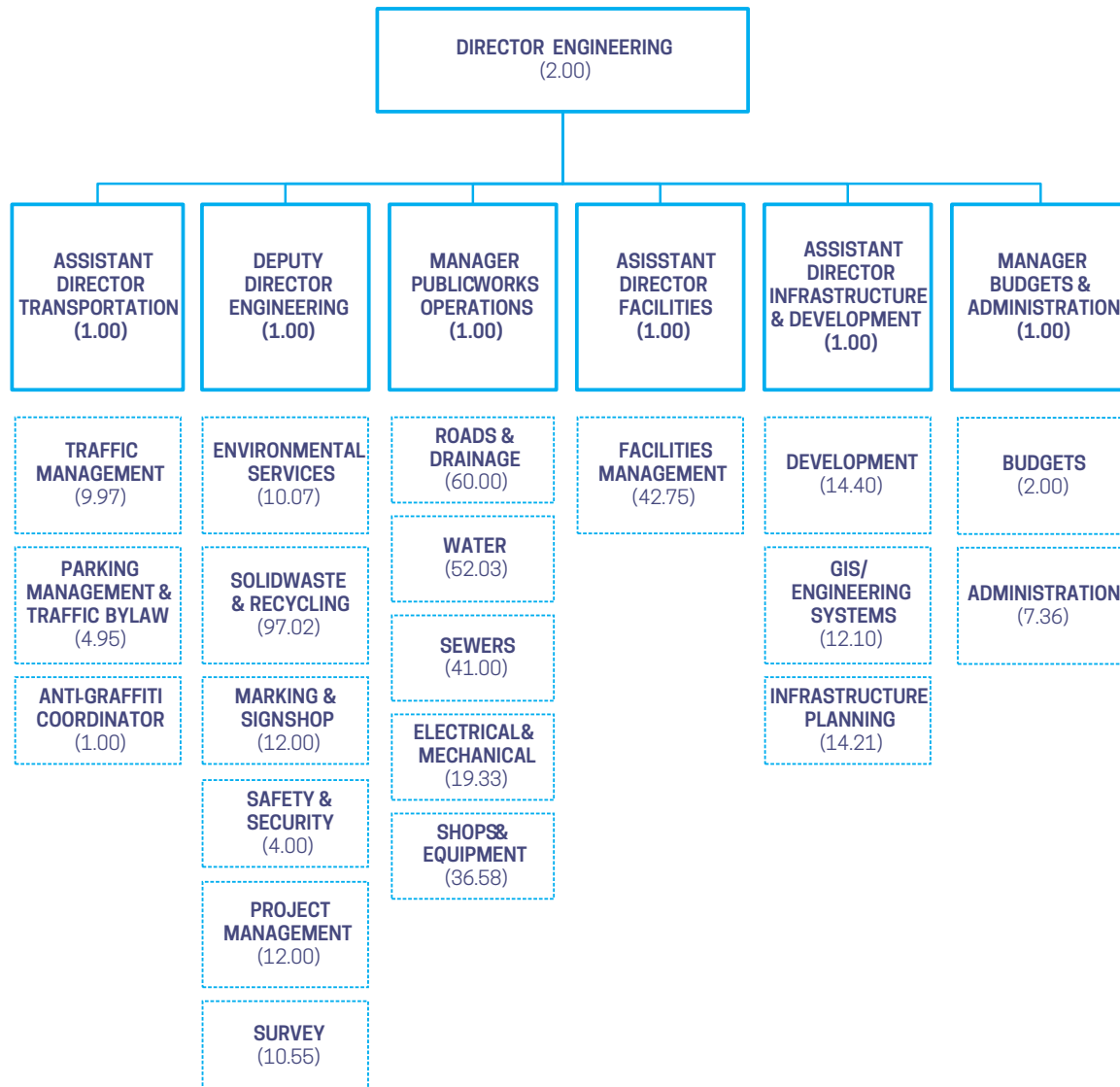


The Engineering Department consists of the following divisions:

The Environmental Division develops and implements environmental programs related to drinking water, waste reduction, storm water, noise, air quality, contaminated sites, instream works, permits and inspections. In order to support waste reduction, the City provides a comprehensive waste and recycling service to its residential and commercial customers. The service programs offered range from curb side garbage, recycling, yard trimmings and food scrap pick up to central depot collection at our Eco Centre, along with Education and Outreach Programs. In April 2017, the City moved to bi-weekly garbage collection which will help remove recyclable and compostable materials from the waste stream, and will also provide residents with more consistent collection pick up day.

The Transportation Division coordinates the operation and maintenance of traffic and pedestrian signals, crosswalks, traffic signs, pavement markings, parking management, street lighting, temporary lane closures and special events, bus shelters, and bike racks. An additional mandate is to implement the City's "vision of a graffiti-free Burnaby". Our strategy includes eradication of graffiti on all City facilities and structures, providing public education and prevention initiatives including a mural program and identifying and deterring graffiti vandals.

The GIS Division builds and maintains a central GIS data repository that integrates municipal information, publishes interactive web maps, provides mapping and analysis services and other GIS support for multiple departments within the City.



	Regular Full Time	Temporary Full Time	Auxillary	Total
Projects/Environmental	118.00	6.71	22.55	147.26
Transportation	13.00	2.63	1.29	16.92
Public Works Operation	182.00	26.36	1.58	209.94
Facilities	37.00	3.79	2.96	43.75
Infrastructure & Development	38.00	2.00	1.71	41.71
Budgets & Administration	11.00	1.00	0.36	12.36
Total	399.00	42.49	30.45	471.94

Engineering Department Revenue & Expenditures

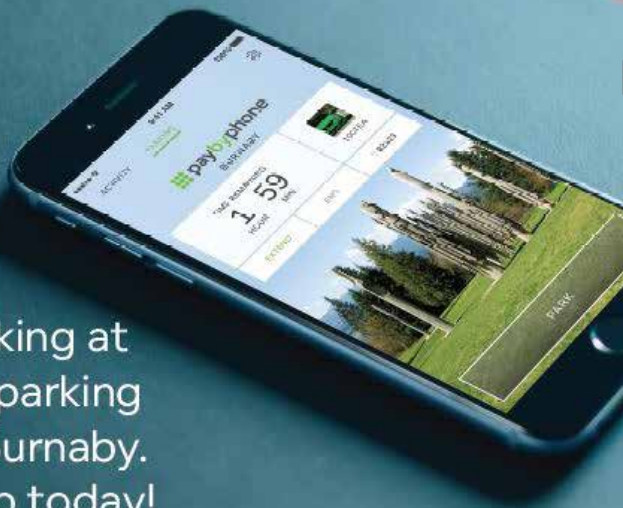
	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods and Services	(5,374,838)	(6,379,400)	(6,990,400)	(7,130,200)	(7,272,800)	(7,418,300)	(7,566,700)
Permit Fees & Licences	(7,923,510)	(5,581,200)	(6,182,200)	(6,305,800)	(6,431,900)	(6,560,500)	(6,691,700)
Other Revenue	(5,694,730)	(5,408,400)	(5,636,200)	(5,748,900)	(5,863,900)	(5,981,200)	(6,100,800)
Transfer from Reserves	(847,938)	(3,463,500)	(3,124,200)	(2,027,800)	(2,068,400)	(2,109,800)	(2,152,000)
Total Revenue	(19,841,017)	(20,832,500)	(21,933,000)	(21,212,700)	(21,637,000)	(22,069,800)	(22,511,200)
Expenditures							
Engineering Administration	1,654,982	1,568,900	1,731,400	1,766,000	1,801,300	1,837,300	1,874,000
Administration	(1,223,428)	(1,287,200)	(1,441,400)	(1,470,200)	(1,499,600)	(1,529,600)	(1,560,200)
Public Works	45,290,071	46,620,500	44,299,100	45,160,600	46,063,800	46,985,100	47,924,800
Development Service & Infrastructure Planning	2,425,739	2,644,200	2,427,100	2,475,600	2,525,100	2,575,600	2,627,100
Traffic & Engineering Systems	11,123,624	11,962,700	11,779,200	11,985,800	12,225,500	12,470,000	12,719,400
Environmental Services	2,150,657	2,249,700	2,516,900	2,210,200	2,254,400	2,299,500	2,345,500
Solid Waste & Sign Shop	16,311,954	18,257,400	20,870,100	21,154,900	21,578,000	22,009,600	22,449,800
Total Expenditures	77,733,599	82,016,200	82,182,400	83,282,900	84,948,500	86,647,500	88,380,400
Funding Required							
Provision from General Revenue	57,892,582	61,183,700	60,249,400	62,070,200	63,311,500	64,577,700	65,869,200

Explanation for change from 2017 to 2018

Year over year budget decrease of \$934,300 primarily due to an internal reorganization of the boulevards maintenance program to the Parks, Recreation and Cultural Services department.



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Sanitary Sewer Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sanitary Sewer Parcel Tax	(18,436,673)	(18,573,300)	(18,660,200)	(19,033,400)	(19,414,000)	(19,802,400)	(20,198,400)
Sale of Goods & Services	(38,157)	-	-	-	-	-	-
Metered Utility Rates	(22,813,716)	(24,404,600)	(24,857,900)	(25,355,100)	(25,862,200)	(26,379,400)	(26,907,000)
Permit Fees & Licences	(200,760)	(170,000)	(200,200)	(204,200)	(208,300)	(212,500)	(216,800)
Transfer from Reserves	-	-	(434,500)	(443,200)	(452,100)	(461,100)	(470,300)
Total Revenue	(41,489,306)	(43,147,900)	(44,152,800)	(45,035,900)	(45,936,600)	(46,855,400)	(47,792,500)
Expenditures							
Sewer Administration	512,777	923,300	1,013,700	1,034,000	1,054,700	1,075,800	1,097,300
Damage Claims	9,666	15,000	15,000	15,300	15,600	15,900	16,200
Operations, Maintenance & Construction	35,489,138	38,881,900	38,008,000	38,768,200	39,543,600	40,334,500	41,141,200
Pumpstations	1,113,834	966,100	974,700	994,200	1,014,100	1,034,400	1,055,100
Pump Controls	182,305	405,400	491,400	501,200	511,200	521,400	531,800
Sanitary Sewer	1,151,095	1,381,500	1,300,000	1,326,000	1,352,500	1,379,600	1,407,200
Contribution to Reserve	3,030,491	574,700	2,350,000	2,397,000	2,444,900	2,493,800	2,543,700
Total Expenditures	41,489,306	43,147,900	44,152,800	45,035,900	45,936,600	46,855,400	47,792,500

Waterworks Utility Revenue & Expenditures

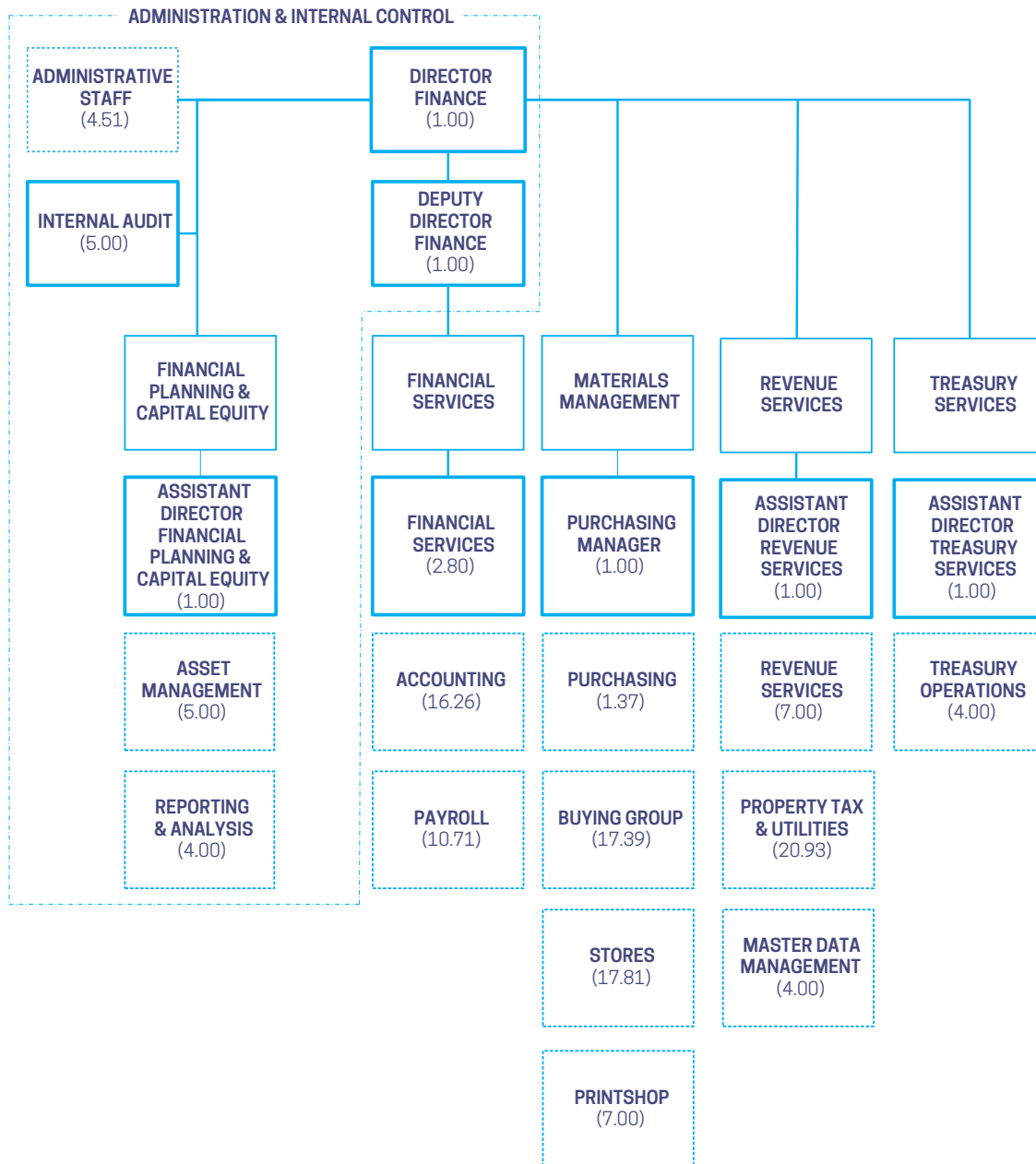
	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(29,473)	(36,100)	(35,300)	(36,000)	(36,700)	(37,400)	(38,100)
Metered Utility Rates	(52,153,239)	(54,059,700)	(54,917,700)	(56,016,100)	(57,136,500)	(58,279,300)	(59,444,900)
Permit Fees & Licences	(11,131)	(14,200)	(17,200)	(17,500)	(17,900)	(18,300)	(18,700)
Transfer from Reserves	-	(1,232,700)	(208,900)	(213,100)	(217,400)	(221,700)	(226,100)
Total Revenue	(52,193,844)	(55,342,700)	(55,179,100)	(56,282,700)	(57,408,500)	(58,556,700)	(59,727,800)
Expenditures							
Waterworks Administration	472,086	739,500	762,800	778,100	793,700	809,600	825,800
Water	338,649	407,100	300,000	306,000	312,100	318,300	324,700
Water - Meter & Valves	419,407	412,600	411,500	419,700	428,100	436,700	445,400
Water - Operations, Maintenance & Construction	45,983,431	52,104,400	52,018,000	53,058,400	54,119,600	55,202,000	56,306,000
Water - Pumpstations & Pressure Relief Valves	857,290	1,104,400	1,061,800	1,083,000	1,104,700	1,126,800	1,149,300
Contribution to Reserve	4,122,980	574,700	625,000	637,500	650,300	663,300	676,600
Total Expenditures	52,193,844	55,342,700	55,179,100	56,282,700	57,408,500	58,556,700	59,727,800

Finance Department

The Finance Department provides financial leadership to the City through financial management policies and practices that form a control framework for the City's overall fiscal planning, investment and management of City assets. Financial accountability is achieved through budgeting, accounting, reporting, monitoring, controlling and auditing programs and systems managed by the department.

Five-Year Financial Plans and Annual Reports that include the Year-End Financial Statements provide key financial information to taxpayers, residents, business leaders and other interested parties. This information helps to inform citizens of the financial performance of City programs and services authorized by Council.

The strength of the City's financial position is reinforced by financial practices that have produced a debt-free City with strong reserves. These reserves support the replacement of the City's capital infrastructure and the maintenance of stable, conservative property taxes that help ensure the continued financial sustainability of the City's services and programs while encouraging continued economic development. Financial services support the business operations of all City departments in delivering City programs and financial guidance and advice is provided corporately to help ensure fiscal management.



	Regular Full Time	Temporary Full Time	Regular Part Time	Auxillary	Total
Administration & Internal Control	14.00	6.00	-	1.51	21.51
Financial Services	22.00	2.00	2.17	3.61	29.78
Materials Management	35.00	7.22	0.79	1.55	44.56
Revenue Services	19.00	11.00	-	2.93	32.93
Treasury Services	4.00	1.00	-	-	5.00
Total	94.00	27.22	2.96	9.60	133.78

Finance Department Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(707,645)	(645,100)	(655,000)	(668,100)	(681,500)	(695,100)	(709,000)
Permit Fees & Licences	(161,197)	(156,000)	(170,000)	(173,400)	(176,900)	(180,400)	(184,000)
Other Revenue	(3,000)	-	-	-	-	-	-
Transfer from Reserves	-	(318,100)	(440,000)	-	-	-	-
Total Revenue	(871,842)	(1,119,200)	(1,265,000)	(841,500)	(858,400)	(875,500)	(893,000)
Expenditures							
Administration & Internal Control	3,350,418	3,614,400	3,242,800	3,307,700	3,374,000	3,441,400	3,510,300
Treasury Services	771,075	550,000	638,200	651,000	664,000	677,300	690,800
Financial Services	2,577,110	2,830,200	2,827,500	2,835,900	2,892,600	2,950,500	3,009,500
Materials Management	2,884,596	3,536,000	3,737,300	3,812,000	3,888,200	3,966,000	4,045,300
Revenue Services	2,711,450	2,955,500	3,192,000	3,054,900	3,116,000	3,178,300	3,241,900
Total Expenditures	12,294,649	13,486,100	13,637,800	13,661,500	13,934,800	14,213,500	14,497,800
Funding Required							
Provision from General Revenue	11,422,807	12,366,900	12,372,800	12,820,000	13,076,400	13,338,000	13,604,800

Explanation for change from 2017 to 2018

Year over year budget increase of \$5,900 mainly due to collective agreement increases.



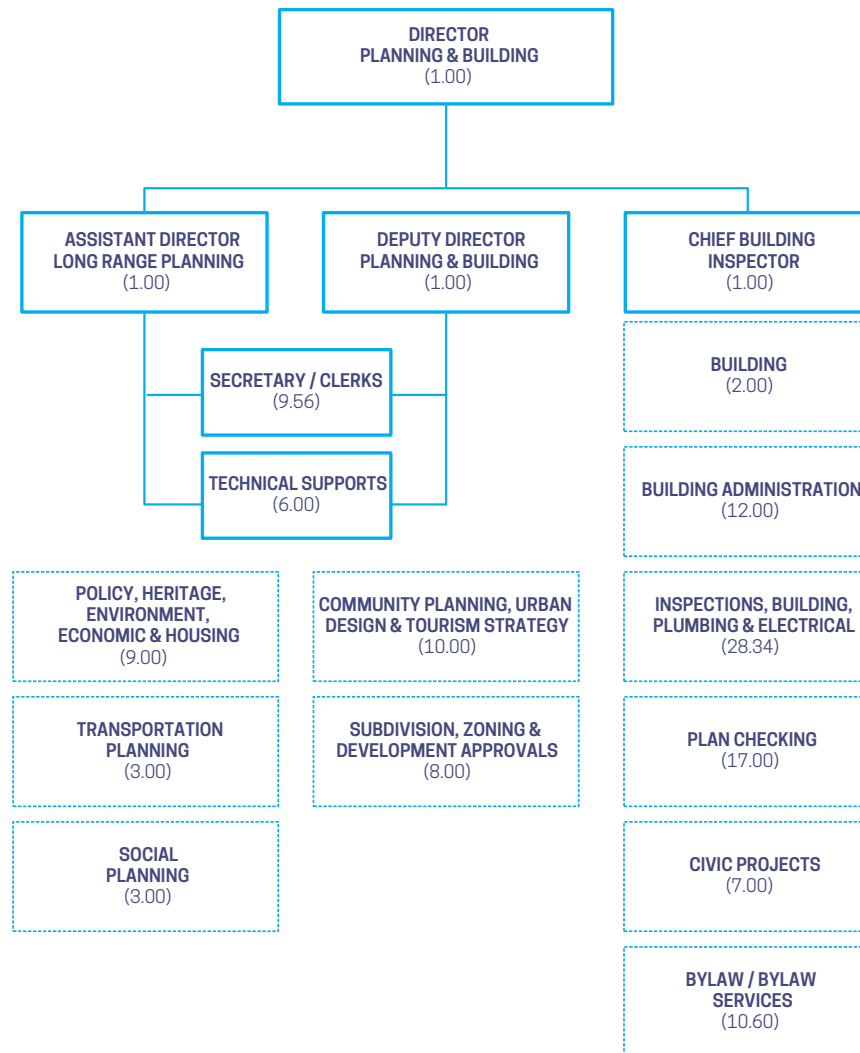
Planning & Building Department

The Planning & Building Department is responsible for the City's planning and development process through three divisions.

The *Long Range Planning Division* is responsible for the development and administration of Burnaby's Official Community Plan (OCP), which outlines the City's planning goals and objectives. This Division also provides professional and technical advice through the Director to Council and Committees on City lands, land use, housing, environment, transportation, heritage, social and economic policies, and regional planning matters and maintains the City's mapping systems and data related to land use planning.

The *Current Planning Division* provides for professional and technical advice through processing and approval of development applications including subdivision, road closure, preliminary plan approval, siting approval and rezoning.

The *Building Division* ensures that all new development and building construction in the City is in compliance with the zoning bylaws, safety codes and municipal bylaws. In addition, the Division coordinates major civic building projects.



	Regular Full Time	Temporary Full Time	Regular Part Time	Auxillary	Total
Planning	51.00	-	-	0.56	51.56
Building	75.00	1.00	1.24	0.70	77.94
Total	126.00	1.00	1.24	1.26	129.50

Planning & Building Department Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(127,385)	(73,900)	(93,800)	(95,700)	(97,600)	(99,600)	(101,600)
Permit Fees & Licences	(19,120,543)	(10,069,300)	(11,748,400)	(12,633,300)	(13,036,000)	(13,446,600)	(13,865,500)
Other Revenue	(19,000)	-	-	-	-	-	-
Transfer from Reserves	(313,285)	(100,000)	(100,000)	(102,000)	(104,000)	(106,100)	(108,200)
Total Revenue	(19,580,212)	(10,243,200)	(11,942,200)	(12,831,000)	(13,237,600)	(13,652,300)	(14,075,300)
Expenditures							
Planning & Building Administration	257,310	262,900	269,000	274,400	279,900	285,500	291,200
Planning	6,066,385	6,417,100	6,445,900	6,780,800	6,916,400	7,054,700	7,195,800
Building	7,289,950	7,528,600	8,244,500	8,409,400	8,577,600	8,749,200	8,924,200
Total Expenditures	13,613,645	14,208,600	14,959,400	15,464,600	15,773,900	16,089,400	16,411,200
Funding Required							
Provision from General Revenue	(5,966,567)	3,965,400	3,017,200	2,633,600	2,536,300	2,437,100	2,335,900

Explanation for change from 2017 to 2018

Year over year budget decrease of \$948,200 primarily due to the anticipated strong construction activity in 2018 that will result in additional permit and inspection fees collected.

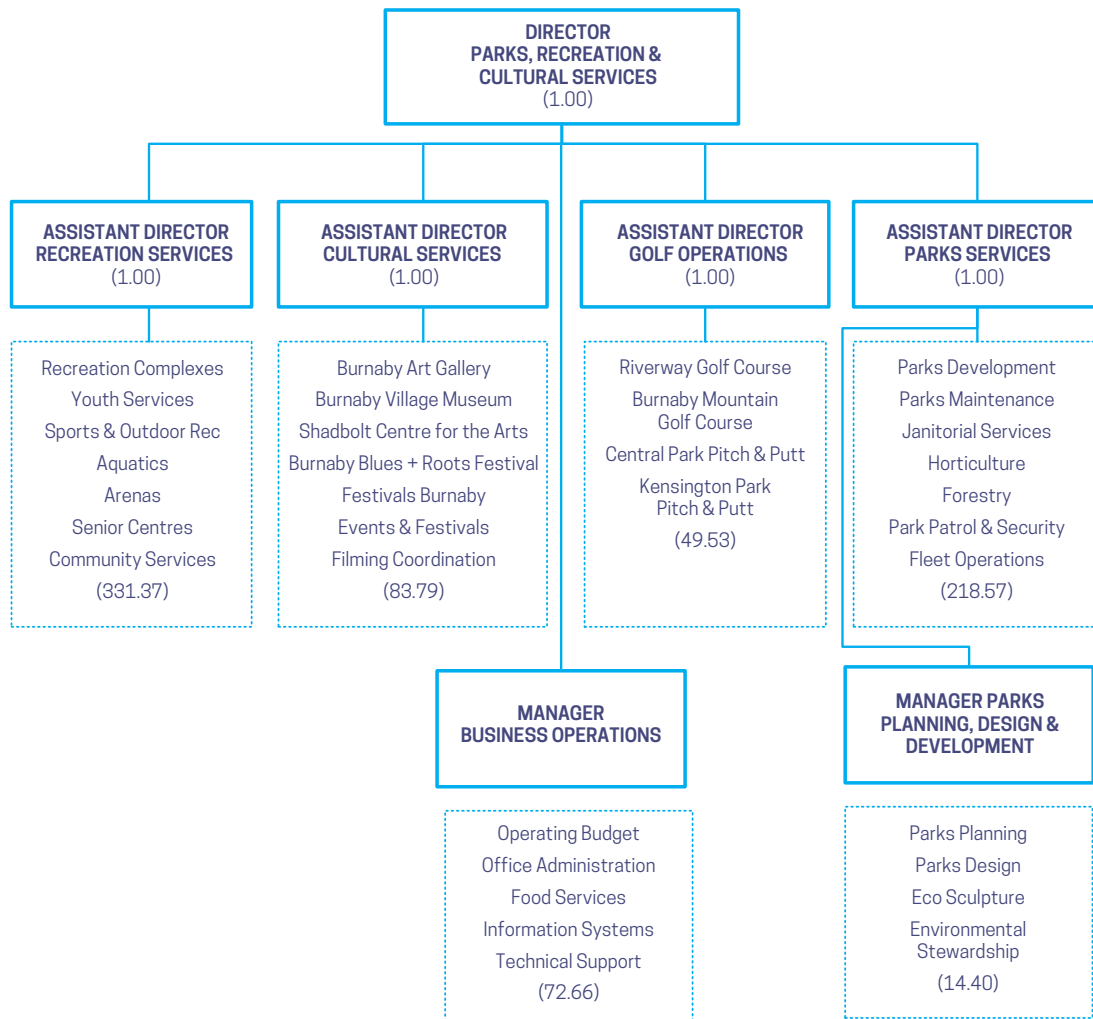


Parks, Recreation & Cultural Services Department

The Parks, Recreation and Cultural Services Department is responsible for three major areas: the provision and maintenance of park space; the provision, maintenance and programming of recreation facilities; and the provision, maintenance and programming of fine arts and cultural facilities.

The department is also responsible for maintenance and programming of golf courses, as well as food service operations found in recreation, golf, and cultural facilities.

As the City evolves and adapts to change, the Parks, Recreation and Cultural Services Department remains dedicated to ensuring that Burnaby's parks, facilities, programs and services continue to be a benchmark for the rest of the country. The goal is to create a community that provides its citizens with opportunities for an active and healthy lifestyle.



	Regular Full Time	Temporary Full Time	Regular Part Time	Auxillary	Total
Administration Services	28.00	1.00	3.98	40.67	73.66
Cultural Services	47.00	-	3.09	34.70	84.79
Parks Planning	12.00	-	-	2.40	14.40
Parks Services	158.00	47.80	-	13.77	219.57
Recreation Services	152.00	3.92	34.33	142.12	332.37
Golf Services	23.00	2.86	0.50	24.18	50.53
Total	420.00	55.58	41.90	257.84	775.32

Parks, Recreation & Cultural Services Department Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Sale of Goods & Services	(30,080,437)	(29,071,100)	(29,871,400)	(30,468,800)	(31,328,200)	(32,454,800)	(33,603,900)
Other Revenue	(61,669)	(121,100)	(45,200)	(46,100)	(47,000)	(47,900)	(48,900)
Transfer from Reserves	(1,269,231)	(3,453,400)	(4,000,900)	(2,805,600)	(2,861,700)	(2,918,900)	(2,977,300)
Total Revenue	(31,411,337)	(32,645,600)	(33,917,500)	(33,320,500)	(34,236,900)	(35,421,600)	(36,630,100)
Expenditures							
Administration - Business Operations	10,840,251	11,197,100	10,535,800	10,675,600	10,935,600	11,200,800	11,471,300
Parks Services	24,665,449	25,493,600	28,590,500	29,468,800	30,373,000	31,158,000	32,008,700
Cultural Services	10,311,921	11,351,500	11,038,000	11,446,300	11,820,700	12,182,600	12,541,800
Golf Services	6,564,828	6,898,500	7,176,900	7,453,600	7,712,700	7,867,000	8,024,300
Recreation Services	28,460,715	30,353,500	31,718,200	33,776,600	37,347,100	42,189,000	45,122,800
Total Expenditures	80,843,163	85,294,200	89,059,400	92,820,900	98,189,100	104,597,400	109,168,900
Funding Required							
Provision from General Revenue	49,431,826	52,648,600	55,141,900	59,500,400	63,952,200	69,175,800	72,538,800

Explanation for change from 2017 to 2018

Year over year budget increase of \$2,493,300 primarily due to the increase of the collective agreement, changes to staffing complement and an internal reorganization of the boulevards maintenance program from the Engineering Department.



Fiscal is responsible for the overall corporate expenditures shared across all City Departments. This includes the operating budget for corporate items such as collections of grants in lieu, festival & event grants, corporate insurance and miscellaneous financial & bank charges. In addition, Fiscal is responsible for the contributions to various City reserves such as Capital Reserves to help fund future Capital projects and also to the Snow and Ice Removal Reserve to help fund extraordinary costs resulting from significant snowfall during the winter season.

Fiscal Revenue & Expenditures

	2016 Actuals	2017 Annual	2018 Provisional	2019 Provisional	2020 Provisional	2021 Provisional	2022 Provisional
Revenue							
Grants in Lieu	(9,948,309)	(9,716,600)	(9,443,400)	(9,632,300)	(9,824,900)	(10,021,400)	(10,221,800)
Sale of Goods & Services	(1,687,728)	(1,555,200)	(1,112,900)	(1,135,200)	(1,157,900)	(1,181,100)	(1,204,700)
Permit Fees & Licences	-	(5,663,200)	(5,879,700)	(5,997,300)	(6,117,200)	(6,239,500)	(6,364,300)
Other Revenue	(8,451,769)	(8,604,000)	(9,056,400)	(9,699,200)	(9,893,200)	(10,091,100)	(10,292,900)
Transfer from Reserves	(615,910)	(7,187,600)	(3,413,200)	(2,866,800)	(2,924,100)	(2,982,600)	(3,042,300)
Total Revenue	(20,703,717)	(32,726,600)	(28,905,600)	(29,330,800)	(29,917,300)	(30,515,700)	(31,126,000)
Expenditures							
Contribution to Capital Funds & Reserves	838,699	1,130,000	1,130,000	1,152,600	1,175,700	1,199,200	1,223,200
Contribution to Operating Reserves	-	3,000,000	-	-	-	-	-
Contingencies	10,245,378	5,978,000	4,659,300	4,752,500	4,847,600	4,944,600	5,043,500
Insurance	286,420	738,500	757,700	772,900	788,400	804,200	820,300
Local Improvement Levies	1,060,478	790,000	790,000	805,800	821,900	838,300	855,100
Interest on Tax Prepayments & Borrowings	108,573	83,500	85,100	86,800	88,500	90,300	92,100
Assessment Appeals	268,198	805,000	1,503,000	1,533,100	1,563,800	1,595,100	1,627,000
Cafeteria	12,231	-	-	-	-	-	-
Community School Grant	464,923	464,900	464,900	474,200	483,700	493,400	503,300
Events Grant	91,964	250,000	250,000	255,000	260,100	265,300	270,600
Bank Charges & Credit Card Fees	135,518	202,000	217,000	221,300	225,700	230,200	234,800
Miscellaneous	4,515,594	2,586,400	3,529,400	4,100,800	5,758,100	6,940,500	8,146,500
Asset Related Transactions	1	2,408,500	5,700,200	5,814,200	5,930,500	6,049,100	8,712,300
Total Expenditures	18,027,974	18,436,800	19,086,600	19,969,200	21,944,000	23,450,200	27,528,700
Funding Required							
Provision from General Revenue	(2,675,742)	(14,289,800)	(9,819,000)	(9,361,600)	(7,973,300)	(7,065,500)	(3,597,300)

Explanation for change from 2017 to 2018

Year over year budget increase of \$3,179,000 primarily due to additional contributions to capital reserves to fund future capital projects.





“Investments in assets that will deliver services to citizens now and in the future.”

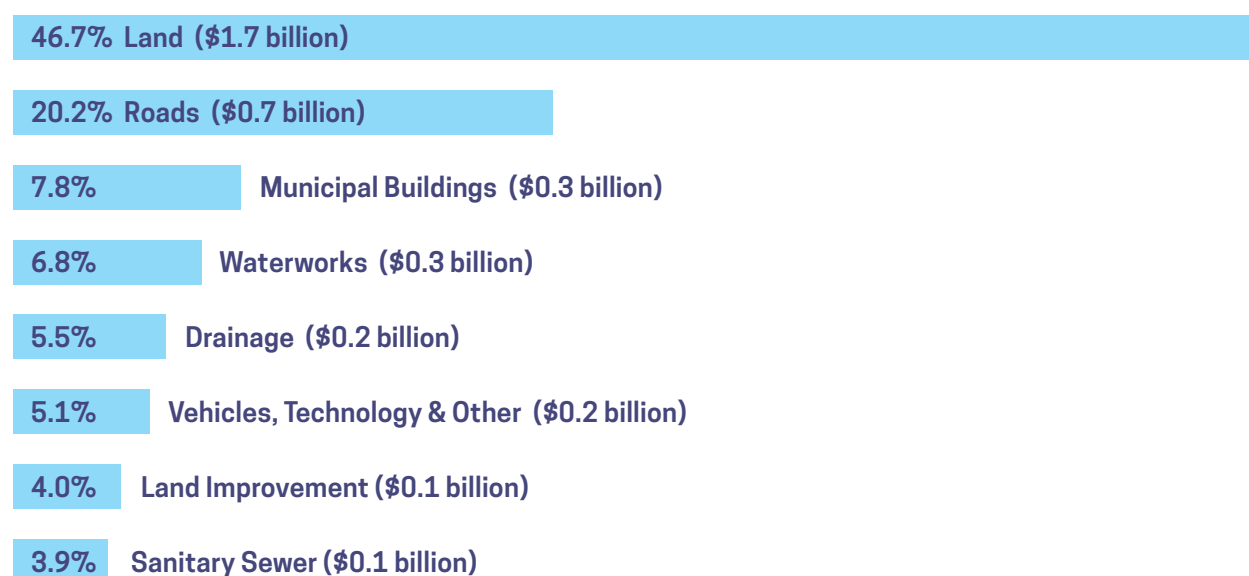
CAPITAL PLAN



Capital Asset Overview

At historic cost, the City's assets are valued at \$3.6 billion. The City's Capital Plan provides information about the City's planned capital investment in assets to provide new and replacement facilities and infrastructure and outlines how these investments will be funded.

The following chart provides a summary of the value of City assets:



Capital Asset Summary Total \$3.6 Billion

Land, valued at \$1.7 billion, is the City's largest asset investment. More than 25% of Burnaby's land is preserved for park, conservation area and green space. Land does not depreciate.

The remaining assets, which cost \$1.9 billion historically, are depreciated over their useful lives. Each year a proportion of these assets reach the stage where they will require renewing, replacing or upgrading. The Capital Plan includes the 2018 – 2022 asset replacement programs and the City's plan for new capital investment.

The City advances capital projects to serve a growing population, to provide new amenities, and to promote social and environmental sustainability. As the City grows, both the demand for services and the opportunities to provide them increase. New commercial and residential development remains strong in Burnaby and has enabled the City to develop innovative policies and community partnerships to help the City achieve its goals and provide increased value to its citizens.

Under the City's Community Benefit Bonus Policy, developers contribute funds to the City for provision of densification within one of the four quadrants of our City: Metrotown, Brentwood, Edmonds and Lougheed. These funds provide for community benefits that meet social, cultural, recreational and environmental needs of the community.

Planned use of Community Benefit Funds for the development of major amenities have been identified within the 2018–2022 Capital Plan for the following projects:

- A new linear public park along Willingdon Avenue, linking Brentwood Town Centre to Confederation Park;
- A new Community Policing Office in the Brentwood Town Centre;
- A boat storage, temporary event seating, program area and public assembly location at the Burnaby Lake Pavilion;
- Repurposing of the seniors area at the Bonsor complex;
- A new Brentwood Community Centre;
- Replacement of the CG Brown pool;
- A new Sports Box in the Burnaby Lake Sports Complex;
- Replacement of a pedestrian bridge at the Metrotown skytrain station;
- A new arena in South Burnaby, and
- Replacement of the Cameron Recreation Centre, including the addition of a new swimming pool, and the replacement of the Cameron Library in Lougheed Town Centre.

The City, in partnership with the School District #44 has also started the development of the first of a series of daycare centres. These centres will be built on school sites to provide support to families in our community.

Developing the Plan

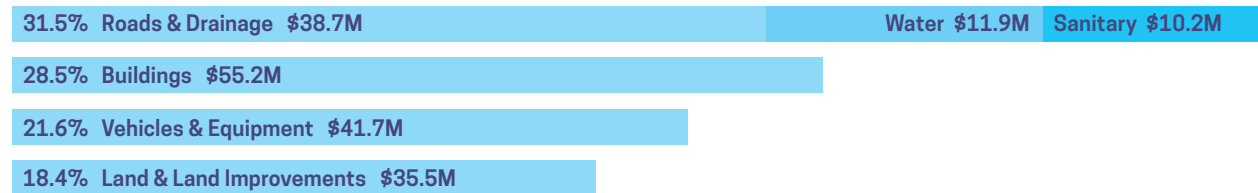
The development of the five-year capital plan requires extensive coordination with all City departments. The process to develop the capital plan started at the beginning of the third quarter of 2017. When all 2017 project costs are finalized and work in progress has been determined, the 2018 Capital Plan will be updated.

Burnaby is a regional leader in financial sustainability. Council's long-term support of prudent financial policies has developed City reserves sufficient to fund needed services to the public without unplanned increases in rates or disruptive cuts to services.

Burnaby City Council has recognized the need to proactively set aside funding for the replacement of long-term assets. Council's pay-as-you-go financing strategy for capital investment has ensured Burnaby continues to remain debt free and has produced capital reserve balances sufficient to fund the City's five-year capital program. Capital reserves also earn investment income annually and receive proceeds from all City land sales.

Contributions are made annually from the General Revenue Fund to Capital Reserves for the replacement of assets at the end of their useful lives. Depreciation represents the annual cost of using a City asset. This funding strategy helps to create long-term financial sustainability for the City while also helping to address intergenerational equity. Today's tax payers fund the fair cost of their consumption of a capital asset's service potential rather than future tax payers being required to fund the full cost of the replacement of an asset when depleted. Major capital work can only proceed with final approval of Council: acceptance of tenders, passage of funding bylaws, passage of construction bylaws, authorization of work orders, etc.

2018 Capital Program Investment (By Asset Type)



2018 Capital Investment By Asset Type Total \$193.2 Million

The Capital Plan presents the costs of purchasing, constructing, improving and replacing City infrastructure. The City is planning to invest \$193.2 million in 2018. Of this, \$60.8 million (31.5%), will be spent on infrastructure including roads, water and sewer, \$55.2 million (28.5%) on municipal buildings, \$41.7 million (21.6%) on vehicles and equipment, and \$35.5 million (18.4%) will be spent on acquiring land (including parkland) and land improvements. The operating impact of these works has been incorporated where appropriate within the five-year operating plan.

2018 Capital Program Investment (By Funding Source)

There are various sources of funding used to finance the capital projects identified in the City's five year capital Plan.



2018 Capital Investment By Funding Source Total \$193.2 Million

The Capital Plan is funded by six main sources of funding. In 2018, the City is planning to fund \$193.2 million of capital expenditures as follows: \$101.3 million (52.3%) will be funded by capital reserves (Corporate & Tax Sale Land and Capital Works Financing Reserve Funds); \$25.7 million (13.3%) will be funded by the Gaming Reserve; \$22.1 million (11.5%) will be funded by Utility Reserves; \$17.9 million (9.3%) will be funded by the Vehicle and Equipment Replacement Reserve; \$15.9 million (8.3%) will be funded by the Community Benefit Reserve Fund, and \$10.3 million (5.3%) will be funded from other sources and Development Cost Charges (DCC) Reserve Funds.

Operating Impacts of the 2018 Capital Program

When developing the Capital Plan, net asset additions or enhancements are reviewed on a project basis to identify any operating expenditure impacts. Operating impacts typically relate to the operation and maintenance costs of the assets put in service. The following 2018 Capital projects have an operating impact:

Project

	2018 Plan (\$)
Licence, Inspection and Permits System Enhancement and Online Services	510,700
Office of the City Manager Total	510,700
Administrative Services - Video Security & Monitoring Systems (New Sites)	1,000
Fire Hall 1 - Access Control Project	2,500
Public Safety & Community Services Total	3,500
Edmonds South of Kingsway	25,000
Light Emitting Diode Streetlight Conversion Phase 3 of 5	78,000
Vehicles & Equipment	231,000
Engineering Total	334,000
Safety and Security Enhancement in Parks	50,000
Central Park - Perimeter Urban Trail	10,000
Rene Memorial Park Waterplay	5,000
Burnaby Mountain Park - Trail Development & Reconstruction	5,000
Fraser Foreshore Park - New Picnic Site	5,000
Fraser Foreshore Park - New Fitness Circuit	5,000
Parks, Recreation & Cultural Services Total	80,000
Grand Total Operating Impact of Capital	928,200

Capital Expenditures

	2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan	2018 to 2022 Total
Office of the City Manager						
Office of the City Manager	18,000	-	-	-	-	18,000
Burnaby Public Library	2,929,500	2,275,800	1,915,700	1,910,700	2,046,300	11,078,000
Information Technology	12,584,200	13,121,400	12,300,400	8,884,900	11,460,700	58,351,600
Corporate Capital Contingency	6,000,000	-	-	-	-	6,000,000
Office Of The City Manager Subtotal	21,531,700	15,397,200	14,216,100	10,795,600	13,507,000	75,447,600
Corporate Services Department						
Clerks	-	1,800,000	-	-	-	1,800,000
Corporate Services Department Subtotal	-	1,800,000	-	-	-	1,800,000
Public Safety & Community Services Department						
Administrative Services	545,400	175,000	60,000	-	-	780,400
Business Licence & Property Management	720,000	960,000	100,000	2,600,000	100,000	4,480,000
Fire	2,390,200	2,412,000	3,471,000	10,233,000	3,444,000	21,950,200
RCMP Burnaby Detachment	1,250,000	200,000	50,000	350,000	-	1,850,000
Public Safety & Community Services Department Subtotal	4,905,600	3,747,000	3,681,000	13,183,000	3,544,000	29,060,600
Engineering Department						
Facilities Management	32,820,600	37,778,500	33,921,000	14,790,500	8,016,500	127,327,100
Infrastructure Projects	49,078,200	87,968,700	78,454,700	60,610,000	54,810,000	330,921,600
Transportation	5,538,800	3,585,000	2,585,000	2,585,000	2,585,000	16,878,800
Vehicles & Equipment	15,271,200	7,283,000	1,086,000	1,210,000	3,135,000	27,985,200
Engineering Department Subtotal	102,708,800	136,615,200	116,046,700	79,195,500	68,546,500	503,112,700
Finance Department						
Vehicles & Equipment Acquisition	215,000	165,000	-	-	-	380,000
Finance Department Subtotal	215,000	165,000	-	-	-	380,000
Planning & Building Department						
Community Plan Implementation	707,000	-	-	-	-	707,000
Land Assembly & Development	10,813,800	8,500,000	9,500,000	10,500,000	10,500,000	49,813,800
City Hall/Buildings	10,530,500	3,470,000	-	-	-	14,000,500
Planning & Building Department Subtotal	22,051,300	11,970,000	9,500,000	10,500,000	10,500,000	64,521,300
Parks, Recreation & Cultural Services Department						
Parks Vehicles & Equipment	5,070,500	2,680,000	1,700,000	2,635,000	1,555,000	13,640,500
Property Acquisitions	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000
Park Facilities	17,216,900	11,575,000	8,125,000	5,810,000	8,960,000	51,686,900
Recreation Facilities	7,709,400	51,550,000	56,941,500	33,740,000	30,000,000	179,940,900
Cultural Facilities	3,974,100	1,965,000	1,365,000	515,000	200,000	8,019,100
Golf Facilities	4,794,100	2,055,000	2,050,000	3,155,000	2,885,000	14,939,100
Parks, Recreation & Cultural Services Department Subtotal	41,765,000	72,825,000	73,181,500	48,855,000	46,600,000	283,226,500
Capital Expenditures Total	193,177,400	242,519,400	216,625,300	162,529,100	142,697,500	957,548,700

Funding Sources

	2018 Plan	2019 Plan	2020 Plan	2021 Plan	2022 Plan	2018 to 2022 Total
Gas Tax Reserve	734,900	-	9,800	-	-	744,700
Community Benefit Reserve	15,941,100	54,500,000	67,041,500	33,000,000	30,000,000	200,482,600
Capital Works Financing Reserve Fund	90,858,900	85,132,800	77,393,700	75,243,400	65,946,200	394,575,000
Development Cost Charges Reserve Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	15,000,000
Federal Grants	588,500	-	-	-	-	588,500
Gaming Reserve	25,726,100	42,010,000	22,940,000	5,085,000	280,000	96,041,100
Translink Grants	577,500	4,025,400	4,880,800	3,000,000	3,000,000	15,483,700
Local Improvement Reserve Fund	28,900	500,000	500,000	500,000	500,000	2,028,900
Private Funds	432,000	3,000,000	-	-	-	3,432,000
Vehicle & Equipment Replacement Reserves	17,885,700	10,920,800	5,796,700	6,700,700	6,471,300	47,775,200
Corporate & Tax Sale Land Reserve Fund	10,431,900	8,500,000	9,500,000	10,500,000	10,500,000	49,431,900
Sanitary Sewer Reserve	9,681,900	13,908,100	13,200,000	13,000,000	10,500,000	60,290,000
Water Works Reserve	11,290,000	17,022,300	12,362,800	12,500,000	12,500,000	65,675,100
Capital Contingency	6,000,000	-	-	-	-	6,000,000
Funding Sources Total	193,177,400	242,519,400	216,625,300	162,529,100	142,697,500	957,548,700

The following fund codes are referenced throughout the Capital Plan to identify the funding source(s):

FUND	
Gas Tax Reserve	A
Community Benefit Reserve	B
Capital Works Financing Reserve Fund	C
Development Cost Charges Reserve Fund	D
Federal Grants	F
Gaming Reserve	G
Translink Grants	K
Local Improvement Reserve Fund	L
Capital Contingency	O
Private Funds	P
Vehicle & Equipment Replacement Reserves	R
Sanitary Sewer Reserve	S
Corporate & Tax Sale Land Reserve Fund	T
Water Works Reserve	W



Office of the City Manager

Burnaby Public Library

¹ Home Library & Accessible Services Vehicle - \$60,000

Burnaby Public Library's Home Library & Accessible Services offers accessible library services to Burnaby residents. Home Delivery service is available to Burnaby residents of any age who are confined to home for three months or more because of ill health, frailty, visual or physical disability. Senior citizens who cannot use the library because of lack of transportation are also eligible. Materials are delivered using the Home Library & Accessible Services vehicle, which was last replaced in 1998. Staff visit patrons once every four weeks, and the personalized service that they offer provides not only carefully selected library materials but also a valuable social connection. In 2017, the department delivered more than 25,000 items of library materials to Burnaby residents in their own homes and in group facilities.



² Library Materials - \$1,625,800

Burnaby Public Library's collection of books and other materials is foundational to the services that we offer the citizens of Burnaby. The Library provides access to a rich array of the world's stories, ideas and information in a variety of formats, from books to DVDs to music streaming, and has built a reputation within the region for collections that are distinct in their depth and breadth and reflect a diversity of backgrounds and opinions. Investing in the Library's collections enables us to meet the current and emerging needs of Burnaby residents through print, audiovisual, and digital collections in languages spoken by the citizens of Burnaby. In 2017, Burnaby borrowers checked out more than 3 million books and physical items. In 2018, we will continue to expand the range of materials we lend, with an increased focus on material for teens and material in languages other than English, to reflect Burnaby's changing population.



Information Technology

³ Improving our Data Centre - \$1,752,000

The City continues to improve its Data Centre capabilities by introducing annual continuous service improvement initiatives that replace aging hardware and expand infrastructure capabilities to meet growth in demand from across the City. For example, server infrastructure is now 91% virtualized which allows for faster response times to provision and decommission new servers, enables load balancing and fast fail-over, and reduces the City's environmental footprint.



⁴ Tax & Revenue Management - \$535,000

The City is preparing to replace its legacy Property Tax and Utilities Billing System with a new business application to address current and future business requirements. The new system will enhance bill presentation and payment capabilities for both online and in-person services. Linking the new billing system to the point of sale system (implemented mid-2017) will improve the City's ability to validate account balances and process payments in a timely manner.

⁵ Licence, Inspection & Permit System and Online Services - \$856,000

In 2017, the City launched the new Licence, Inspection and Permit System - EnerGov, to handle its licence, inspection, and permit services. This new platform and solution replaces the City's Permit Plan system and provides a modern solution that will enable the tracking and processing of all licences, permits, inspections and development approvals across multiple departments. The first phase delivered new software that has enabled collaboration between departments, and facilitated faster inspections, with all inspection results completed in the iGovernment Inspect application being distributed electronically by email. Phase 2 of the project will advance the functionality of the licence, inspection, and permit services. These enhancements will include online capabilities and improvements to the Citizen Self-Service module.

⁶ Enterprise Upgrades & Enhancements - \$851,000

The City has started the process of upgrading its Enterprise Resource Planning system to ensure it continues to run a fully supported version and to manage the potential technical and business risks associated with aging hardware. The upgraded system will increase the speed, reliability and connectivity to other critical systems (e.g. supply chain management and the intranet portal), as well as reducing hardware maintenance costs. The upgrade started in the fourth quarter of 2017 and will complete in third quarter of 2018.

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Office of the City Manager				
Office Renovation	18,000	C		
Office of the City Manager Total			18,000	
Burnaby Public Library				
Buildings				
Metrotown Branch Renovations – Public Area	782,000	C F		
Staff Areas – Occupational Health & Safety Improvements	370,100	C		
Cameron Branch Improvements	56,600	C		
Buildings Subtotal			1,208,700	C F
Vehicles Equipment				
¹ Home Library & Accessible Service Vehicle	60,000	R		
Book Bike	20,000	C		
Microfilm Reader	15,000	C		
Vehicles Subtotal			95,000	R C
² Library Materials			1,625,800	R
Burnaby Public Library Total			2,929,500	
Information Technology				
Infrastructure Equipment				
Technology Evolution				
Networking & Security	1,037,900	C A		
³ Data Centre	1,752,000	C		
Technology Evolution Subtotal			2,789,900	C A
Hardware Lifecycle Replacement				
Workstations	700,900	C		
Servers & Storage	385,200	C		
Networking & Security	454,800	C		
Data Centre	704,200	C		
Hardware Lifecycle Replacement Subtotal			2,245,100	C

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund	
Upgrades & Enhancements					
Workstations	251,500	C			
Servers & Storage	30,000	C			
Networking & Security	74,000	C			
Data Centre	74,900	C			
Upgrades & Enhancements Subtotal			430,400	C	
Net New Desktop Equipment			500,000	C	
Infrastructure Equipment Subtotal			5,965,400	C	A
Business Solutions Program					
SAP Suite On HANA Implementation					
Systems Applications and Products in Data Processing (SAP) Suite On High Performance Analytic Appliance (HANA) Implementation	1,563,400	C			
SAP Suite On HANA Implementation Subtotal			1,563,400	C	
Revenue Management Systems					
Recreation Activity Management (CLASS) System Replacement	535,000	C			
⁴ Tax & Revenue Management	535,000	C			
Revenue Management Systems Subtotal			1,070,000	C	
Licence, Inspection & Permits System					
Licence, Inspection and Permits System Enhancement and Online Services	856,000	C			
⁵ Licence, Inspections & Permits System Subtotal			856,000	C	
Enterprise Upgrades & Enhancements					
Information Technology Service Management System	321,000	C			
Systems Applications & Products in Data Processing (SAP) Portal Upgrade	321,000	C			
Systems Enhancements	107,000	C			
Systems Applications & Products in Data Processing (SAP) Solution Manager Upgrade	102,000	C			
⁶ Enterprise Upgrades & Enhancements Subtotal			851,000	C	
Department Applications					
Departmental Applications	465,500	C			
Business Intelligence / Analytics Dashboard	320,000	C			
Department Applications Subtotal			785,500	C	

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Human Resources, Payroll & Benefits				
Learning Management System	374,500	C		
Manager & Employee Self-Service - Benefits & Personal Administration	124,000	C		
Organization Chart Optimization	53,500	C		
Human Resources, Payroll & Benefits Subtotal			552,000	C
Financial Management & Reporting				
Fuel Card Management System	326,400	C		
Bill Presentation And Payment (Study)	53,500	C		
Financial Management & Reporting Subtotal			379,900	C
Online City Services Development				
Web Content Management System Replacement Project	288,900	C		
Online City Services Development Subtotal			288,900	C
Asset Management Systems				
Engineering Work Order System Upgrade	218,600	C		
Project Portfolio Management Tool	53,500	C		
Asset Management Systems Subtotal			272,100	C
Business Solutions Program Subtotal			6,618,800	C
Information Technology Total			12,584,200	
Corporate Capital Contingency			6,000,000	O W S
Capital Expenditures Total			21,531,700	

Funding Sources

Gas Tax Reserve	378,000
Capital Works Financing Reserve Fund	13,204,600
Federal Grants	88,500
Vehicle & Equipment Replacement Reserves	1,860,600
Sanitary Sewer Reserve	486,000
Water Works Reserve	680,000
Capital Contingency	4,834,000
Funding Sources Total	21,531,700

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Burnaby Public Library								
Buildings								
Metrotown Branch Renovations – Public Area	500,000	C	-		-		-	
Staff Areas – Occupational Health & Safety Improvements	150,000	C R	150,000	C R	200,000	C R	250,000	C R
Buildings Subtotal	650,000	C R	150,000	C R	200,000	C R	250,000	C R
Vehicle Equipment								
Outreach Van	-		55,000	C	-		-	
Vehicle Equipment Subtotal	-		55,000	C	-		-	
Library Materials	1,625,800	R	1,710,700	R	1,710,700	R	1,796,300	R
Burnaby Public Library Total	2,275,800		1,915,700		1,910,700		2,046,300	
Information Technology								
Infrastructure Equipment								
Technology Evolution								
Servers & Storage	347,800	C	-		214,000	C	963,000	C
Networking & Security	604,600	C	551,100	C	535,000	C	481,500	C
Data Centre	807,300	C	363,800	C	107,000	C	374,500	C
Technology Evolution Subtotal	1,759,700	C	914,900	C	856,000	C	1,819,000	C
Hardware Lifecycle Replacement								
Workstations	1,753,200	C	1,083,300	C	689,500	C	480,400	C
Servers & Storage	577,800	C	609,900	C	192,600	C	428,000	C
Networking & Security	571,500	C	428,400	C	428,400	C	524,300	C
Data Centre	65,300	C	180,400	C	67,700	C	80,300	C
Hardware Lifecycle Replacement Subtotal	2,967,800	C	2,302,000	C	1,378,200	C	1,513,000	C
Upgrades & Enhancements								
Workstations	85,600	C	107,000	C	100,600	C	738,300	C
Servers & Storage	372,400	C	173,300	C	205,400	C	535,000	C
Networking & Security	272,300	C	417,300	C	663,400	C	577,800	C
Data Centre	35,300	C	2,140,000	C	652,700	C	428,000	C
Upgrades & Enhancements Subtotal	765,600	C	2,837,600	C	1,622,100	C	2,279,100	C
Net New Desktop Equipment	500,000	C	500,000	C	500,000	C	500,000	C
Infrastructure Equipment Subtotal	5,993,100	C	6,554,500	C	4,356,300	C	6,111,100	C

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Business Solutions Program								
Revenue Management Systems								
Recreations Activity Management (CLASS) System Replacement	1,605,000	C	-		-		535,000	C
Tax & Revenue Management	1,605,000	C	214,000	C	-		749,000	C
Corporate Point of Sale - City Hall	-		214,000	C	-		-	
Revenue Management Systems Subtotal	3,210,000	C	428,000	C	-		1,284,000	C
Licence, Inspection & Permit System								
Licence, Inspection & Permit System Enhancement & Online Services	1,070,000	C	963,000	C	-		-	
Licence, Inspection & Permits System Subtotal	1,070,000	C	963,000	C	-		-	
Enterprise Upgrades & Enhancements								
Information Technology Service Management System	-		535,000	C	200,000	C	-	
Systems Enhancements	107,000	C	107,000	C	107,000	C	107,000	C
Council Agendas Upgrade	642,000	C	-		176,600	C	176,600	C
Support Package & Stack (SPS) Upgrade Application Upgrade (With HRSP)	321,000	C	321,000	C	-		-	
Virtual Address Extension (VAX) Data Archiving	107,000	C	267,500	C	267,500	C	-	
Electronic Document & Records Management System (EDRMS) Corporate Project	-		74,900	C	1,284,000	C	535,000	C
Support Package & Stack (SPS) S4 Application Upgrades	-		-		300,000	C	1,000,000	C
Enterprise Upgrades & Enhancements Subtotal	1,177,000	C	1,305,400	C	2,335,100	C	1,818,600	C
Department Applications								
Departmental Applications	535,000	C	535,000	C	535,000	C	214,000	C
Department Applications Subtotal	535,000	C	535,000	C	535,000	C	214,000	C
Human Resources, Payroll & Benefits								
Learning Management System	-		160,500	C	-		-	
Manager & Employee Self-Service - Benefits & Personal Administration	214,000	C	-		-		-	
Organization Chart Optimization	-		-		-		107,000	C
Environmental Health & Safety	-		-		214,000	C	214,000	C
Human Resources, Payroll & Benefits Subtotal	214,000	C	160,500	C	214,000	C	321,000	C

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Financial Management & Reporting								
Bill Presentation & Payment (Study)	160,500	C	-		-		214,000	C
Supply Chain Optimization (Includes Vendor Portal)	237,500	C	-		-		-	
Budget Integrated Planning Replacement Project	74,900	C	428,000	C	-		-	
Accounts Payable Automation Project	-		-		267,500	C	267,500	C
Financial Management & Reporting Subtotal	472,900	C	428,000	C	267,500	C	481,500	C
Online City Services Development								
Web Content Management System Replacement Project	374,500	C	107,000	C	-		-	
Enterprise Portal Development (Intranet)	74,900	C	160,500	C	160,500	C	-	
City Dashboard (One View Burnaby)	-		321,000	C	321,000	C	-	
City Website Development	-		214,000	C	-		-	
City Online Services Upgrades	-		160,500	C	160,500	C	160,500	C
Online City Services Development Subtotal	449,400	C	963,000	C	642,000	C	160,500	C
Asset Management Systems								
Engineering Work Order System Upgrade	-		-		535,000	C	1,070,000	C
Project Portfolio Management Tool	-		107,000	C	-		-	
Fleet Management & Maintenance Project	-		856,000	C	-		-	
Asset Management Systems Subtotal	-		963,000	C	535,000	C	1,070,000	C
Business Solutions Program Subtotal	7,128,300	C	5,745,900	C	4,528,600	C	5,349,600	C
Information Technology Total	13,121,400		12,300,400		8,884,900		11,460,700	
Capital Expenditures Total	15,397,200		14,216,100		10,795,600		13,507,000	

Funding Sources

Capital Works Financing Reserve Fund	13,671,400	12,375,400	8,959,900	11,495,700
Vehicle & Equipment Replacement Reserves	1,725,800	1,840,700	1,835,700	2,011,300
Funding Sources Total	15,397,200	14,216,100	10,795,600	13,507,000

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Clerks								
Archives Expansion	1,800,000	G	-		-		-	
Clerks Total	1,800,000		-		-		-	
CAPITAL EXPENDITURES TOTAL	1,800,000		-		-		-	

Funding Sources

Gaming Reserve	1,800,000		-		-		-	
Funding Sources Total	1,800,000		-		-		-	



Public Safety and Community Services

Administrative Services

¹Equipment - \$545,000

The design, installation, and upgrades to new and existing video monitoring systems at various City facilities will be completed in 2018. Video security & monitoring systems are used as a means of protecting City assets from theft, willful damage, and vandalism. They also create a safer environment by encouraging positive behaviours from all visitors to City facilities and in the event of an incident, can provide useful information in the investigation of and prevention of accidents.



Business Licences and Property Management

²4th & 5th Floor Washroom Renovations Deer Lake II Building - \$450,000

The Licence Office Real Property Administration group is responsible for overseeing and guiding Colliers International's third party management of Deer Lake Centre. The tenant currently occupying the fourth and fifth floors of Deer Lake II is expected to be vacating their space in early 2018. The men's and women's washrooms on these two floors have not been renovated and it is part of the 2018 Capital Work Plan to modernize and bring these last four remaining washrooms to the new building standard. The work will include an architectural design to accommodate handicapped accessibility. The design work will also include plumbing, electrical (including lighting) and mechanical upgrades. All existing walls, partitions, floor material, vanities, basins, toilets, urinals and lighting will be removed from the four washrooms. The new construction build-out will be as per the design specifications and will include environmentally efficient lighting and fixtures. The project will be administered through Colliers International and will have all applicable permits and inspections.

RCMP Burnaby Detachment

³Operational Communications Centre (OCC) Space Renovation - \$950,000

In 2018, the City's RCMP Burnaby Detachment will be renovating the Operational Communication Centre / Records space to create additional office space for Canadian Police Information Centre and Insurance staff.

This project is to renovate three areas identified as the Operational Communication Centre/Records space.

This includes the Records – Main, Records – Mail, and the OCC locations. The Records-Main will require a change in file location due to the support requirements for the new mobile shelving units. The Operational

Communications Centre was vacated with the movement

of the communications staff to E-Comm. This allows the use of the new space for offices and reallocation of Canadian Police Information Centre and Insurance staff. The Records - Mail area will be the new location of the Watch Commander, Watch Clerks and Operations Officer. Included in this project will be the physical relocation of the switchboard desk to the Front Counter area and the Traffic Ticket Desk to the Traffic area.



Capital Expenditures

	2018 Plan (\$) Fund	2018 Plan (\$)	
Administration			
Equipment			
Video Security & Monitoring Systems (New Sites)	224,200 G		
Security Cameras	221,200 G		
Central Park Security Cameras	100,000 G		
¹Equipment Subtotal		545,400 G	
Administration Total		545,400	
Business Licence & Property Management			
Deer Lake Centre - Renovations			
² 4th & 5th Floor Washroom Renovation Deer Lake II Building	450,000 C		
Building Access Upgrades 2nd Phase	110,000 C		
Repair and/or Replacement of Cables & Drainage	100,000 C		
Deer Lake Centre - Renovations Subtotal		660,000 C	
Irmin Fence & Complex Renovations			
Irmin Fence & Complex Renovations	60,000 P		
Irmin Fence & Complex Renovations Subtotal		60,000 P	
Business Licence & Property Management Total		720,000	
Fire			
Buildings			
Access Control Project			
Access Control Project - Station 1	54,500 C		
Access Control Project Subtotal		54,500 C	
Card Access Provision			
Card Access Provision - Stations 1, 2 & 3	110,600 G		
Card Access Provision Subtotal		110,600 G	
Buildings Subtotal		165,100 G C	
Vehicles			
1992 Spartan Saulsbury Fire Engine, Fire Truck #25	1,150,000 R		
2012 Ford Explorer	90,000 R		
Vehicles Subtotal		1,240,000 R	

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)
Equipment			
Turn Out Gear Replacement	290,000	R	
Special Operations System Replacement	283,100	R	
Portable Radio - Replacement	91,000	R	
Fire Hall Equipment - Replacement	83,000	R	
Radio Repeaters	80,000	C	
Self-Contained Breathing Apparatus System Replacement	64,000	R	
Fire Hose - Replacement	60,000	R	
Thermal Imaging Camera - Replacement	34,000	R	
Equipment Subtotal			985,100 R C
Fire Total			2,390,200
RCMP Burnaby Detachment			
Buildings			
Operational Communications Center (OCC) Space Renovation	950,000	C	
Equipment Room Improvements	150,000	C	
Southwest Community Police Office (CPO) Workstation Replacement	50,000	C	
Community Programs Office Reconfiguration	50,000	C	
Exhibits Garage Heat Pump System	30,000	C	
Records Section Reorganization/Renovation	20,000	C	
Buildings Subtotal			1,250,000 C
RCMP Burnaby Detachment Total			1,250,000
Capital Expenditures Total			4,905,600

Funding Sources

Capital Works Financing Reserve Fund	2,044,500
Gaming Reserve	656,000
Vehicle & Equipment Replacement Reserves	2,145,100
Private Funds	60,000
Funding Sources Total	4,905,600

2018-2022 CAPITAL PLAN HIGHLIGHTS

- PUBLIC SAFETY & COMMUNITY SERVICES

4.A)

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Administration								
Equipment								
Video Security & Monitoring Systems (New Sites)	90,000	G	-		-		-	
Security Cameras	85,000	G	60,000	G	-		-	
Equipment Subtotal	175,000	G	60,000	G	-		-	
Administration Total	175,000		60,000		-		-	
Business Licence & Property Management								
Deer Lake Centre - Renovations								
Repair and/or Replacement of Cables & Drainage	100,000	C	100,000	C	100,000	C	100,000	C
Building Envelope Upgrades	860,000	C	-		-		-	
Roof Replacement Deer Lake I & Deer Lake II Buildings	-		-		2,500,000	C	-	
Deer Lake Centre - Renovations Subtotal	960,000	C	100,000	C	2,600,000	C	100,000	C
Business Licence & Property Management Total	960,000		100,000		2,600,000		100,000	
Fire								
Buildings								
Fire Hall #4 - Duthie & Montecito Drive								
Fire Hall #4: Site Review & Preliminary Design & Construction	300,000	C	1,300,000	C	8,000,000	C	-	
Fire Hall #4 - Duthie & Montecito Drive Subtotal	300,000	C	1,300,000	C	8,000,000	C	-	
Future Fire Hall								
Site Evaluation & Primary Conceptual Design	-		-		300,000	C	1,500,000	C
Future Fire Hall Subtotal	-		-		300,000	C	1,500,000	C
Buildings Subtotal	300,000	C	1,300,000	C	8,300,000	C	1,500,000	C
Vehicles								
1992 Spartan Saulsbury Fire Engine, Fire Truck #24	1,150,000	R	-		-		-	
2003 Ford Hazardous Materials Van & 2003 Wells Cargo Hazardous Materials Trailer	300,000	R	-		-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
1995 Spartan Ladder Truck #4	-		1,500,000	R	-		-	
1995 Spartan Saulsbury Fire Engine, Fire Truck #21	-		-		1,250,000	R	-	
1995 Spartan Saulsbury Fire Engine, Fire Truck #22	-		-		-		1,250,000	C
Vehicles Subtotal	1,450,000	R	1,500,000	R	1,250,000	R	1,250,000	C
Equipment								
Turn Out Gear Replacement	290,000	C	290,000	C	290,000	C	290,000	C
Special Operations System Replacement	148,000	C	150,000	C	154,000	C	156,000	C
Portable Radio - Replacement	22,000	C	22,500	C	23,000	C	23,500	C
Fire Hall Equipment - Replacement	44,000	C	46,000	C	48,000	C	50,000	C
Self-Contained Breathing Apparatus System Replacement	64,000	C	66,000	C	70,000	C	74,000	C
Fire Hose - Replacement	60,000	C	62,000	C	62,500	C	64,000	C
Thermal Imaging Camera - Replacement	34,000	C	34,500	C	35,500	C	36,500	C
Equipment Subtotal	662,000	C	671,000	C	683,000	C	694,000	C
Fire Total	2,412,000		3,471,000		10,233,000		3,444,000	
RCMP Burnaby Detachment								
Buildings								
Brentwood Community Space / Furniture, Fixture & Equipment	200,000	C	-		-		-	
Emergency Operations Centre Re-purposing	-		50,000	C	350,000	C	-	
Buildings Subtotal	200,000	C	50,000	C	350,000	C	-	
RCMP Burnaby Detachment Total	200,000		50,000		350,000		-	
Capital Expenditures Total	3,747,000		3,681,000		13,183,000		3,544,000	

Funding Sources

Capital Works Financing Reserve Fund	2,122,000	2,121,000	11,933,000	3,544,000
Gaming Reserve	175,000	60,000	-	-
Vehicle & Equipment Replacement Reserves	1,450,000	1,500,000	1,250,000	-
Funding Sources Total	3,747,000	3,681,000	13,183,000	3,544,000



Engineering

¹Upgrading Rumble Street from McKay to Royal Oak - \$6,779,100

The final section of Rumble Street will receive street beautification, improved flow of vehicle traffic, and improved bicycle and pedestrian accessibility and safety. Watermain replacement and storm sewer upgrades will also be completed as part of this integrated project.

²Combined Sewer Separation Program (Gilmore) - \$3,135,000

Sewer separation minimizes volume of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use and reduced environmental impact.

As a fully integrated program, the project also includes a total of 1,770m of watermain replacement and 1,640m of combined sewer separation, new storm sewer and road rehabilitation. Specific project locations include:

- Lanes north of Trinity St and Yale St, from Ingleton Av to Gilmore Av
- Lanes north of Oxford St and Cambridge St, from Esmond Av to Gilmore Av
- Lanes north of Union St, Georgia St, and Francis St, from MacDonald Av to Carleton Av
- 17th Av, from Canada Way to 6th St

³Deer Lake Paving & Urban Trail - \$250,000

Deer Lake Avenue, from Deer Lake Parkway to the east end, close to Kensington Avenue (near Shadbolt) will receive paving and general street corridor improvements including conversion to parallel parking, a multi-use path along the south side of the street, a sidewalk along the north side of the street, raised crosswalks, and new bus bays. The goal of this project is to improve traffic operations, accessibility and safety for all users. The multi-use pathway will improve cyclist connection from Deer Lake to the urban trail over the Kensington Highway #1 overpass.

⁴ Phase 4 of 5 LED Streetlight Conversion - \$1,300,000

The City's LED streetlight conversion program will continue to Phase 4 with the conversion of streetlights in the northeast quadrant of the City in 2018. This will complete the conversion of all 12,000 City owned cobra style streetlights. The conversion of other street lighting (pedestrian, trail, and decorative) will be reviewed in 2019 as part of Phase 5.

⁵ Automated Vehicle Location & Telematics - \$170,000

As part of the Vehicles & Equipment section's service improvement strategy, we are implementing the GeoTab On-Board Vehicle and Technology Platform which will provide automatic vehicle location (through GPS coordinates) and Telematics data, including vehicle condition, operating events and diagnostics information through cellular data connection. The vehicle installations commenced in November of 2017 with the majority of the installations to be completed in 2018. Data collected from the on-board equipment will be used to:

- improve the safety and security of employees and City vehicles,
- enhance fleet maintenance management,
- improve operational performance, and
- provide information required to respond to service requests, concerns or complaints.



Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Facilities Management				
City Hall				
City Hall - Component Life Cycle Renewal	370,000	C		
City Hall - Heating, Ventilation, and Air Conditioning (HVAC) Control Replacement	50,000	C		
City Hall - Air Handling Unit (AHU) Equipment-017 Retrofit	15,000	C		
City Hall - Air Handling Unit (AHU) Equipment-019 Retrofit	10,000	C		
City Hall Subtotal			445,000	C
RCMP Building				
RCMP Building - Component Life Cycle Renewal	280,000	C		
RCMP Building - Air Conditioner-4 Replacement	130,000	C		
RCMP Building - Administration Heating, Ventilation, and Air Conditioning (HVAC) Replacement	50,000	C		
RCMP Building - Replace Air Conditioner-3	30,000	C		
RCMP Building - Reroofing (Area D)	5,000	C		
RCMP Building Subtotal			495,000	C
West Building				
West Building - Component Life Cycle Renewal	235,000	C		
West Building - Heating, Ventilation, and Air Conditioning (HVAC) Rehabilitation & Cooling Tower Replacement	30,000	C		
West Building - Air Handling Unit-1 retrofit	20,000	C		
West Building Subtotal			285,000	C
Works Yards				
Norland Yard Winter Operations Facility (Salt Storage Shed)	550,000	G		
Norland Works Yard Modernization	500,000	G		
Still Creek Works Yard Site Rehabilitation	75,000	G		
Ecology Centre Fire Suppression	60,000	C		
Works Yards Subtotal			1,185,000	G C
Heritage & Cultural				
Heritage & Cultural Component Life Cycle Renewal	210,000	G		
Mather House - Deck & Turret Design	200,000	G		
Heritage & Cultural Subtotal			410,000	G
Parks & Recreation				
Burnaby Mountain Golf Course Restaurant-Reroofing	50,000	C		
Burnaby Mountain Golf Course Restaurant-Shower Renewal	7,000	C		
Burnaby Mountain Golf Course Restaurant-Exhaust Fan Replacement	9,000	C		
Bonsor Recreation Complex-Air Handling Unit-HV-1 Replacement	25,000	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Bonsor Recreation Complex-Air Handling Unit-HV-3 Replacement	25,000	C		
Bonsor Recreation Complex-Air Conditioner 4 Replacement	167,000	C		
Bonsor Pool-Lap Pool Deck Tile Replacement	80,000	C		
Bonsor Recreation Complex-Shower Fixture Renewals	75,000	C		
Bonsor Recreation Complex-Elevator Rehabilitation	5,000	C		
Bonsor Recreation Complex-Variable Frequency Drive (VFD) Replacement	40,000	C		
Bonsor Recreation Complex-Stormwater Sump Pump Replacement	15,000	C		
Bonsor Recreation Complex-Sanitary Waste Sump Pump Replacement	15,000	C		
Capital Hill Community Hall-Exterior Door Replacement	15,000	C		
Confederation Park Senior Centre-Skylight Replacement	20,000	C		
Eileen Dailly Pool-Pool Filter Tank Replacement (2 units)	100,000	C		
Eileen Dailly Pool-Slide Tower Replacement Design	50,000	C		
Kensington Park Outdoor Pool-Deck Tile Replacement	40,000	C		
Riverway Golf Course Driving Range-Heating, Ventilation, and Air Conditioning (HVAC) Ceiling Heaters Renewal	43,000	C		
Shadbolt-Reroofing Areas A,A1,E1,E3 & I	20,000	C		
Shadbolt Underground Parkade-Slab Retrofit	30,000	C		
Swangard Stadium-Concrete Structural Repairs	30,000	C		
Parks & Recreation Component Life Cycle Renewal	3,293,000	C		
Parks & Recreation Subtotal			4,154,000	C
Library				
Library Building Component Life Cycle Renewal	100,000	C		
Phase I Metrotown Library-Domestic Water Pipe Replacement	45,000	C		
Metrotown Library-Sanitary Waste Sump Pump Replacement	42,000	C		
McGill Library - Reroofing (Areas D,E,F,G)	30,000	C		
Library Subtotal			217,000	C
Firehalls				
Fire Hall Component Life Cycle Renewal	370,000	C		
Fire Hall #3 - Apparatus Bay Concrete Floor Replacement	50,000	C		
Fire Hall #1 - Air Handling Unit-1 Replacement	10,000	C		
Firehalls Subtotal			430,000	C
Resource & Daycare Centres				
Resource & Daycare Component Life Cycle Renewal	50,000	C		
Hanna Court Childrens Centre-Exterior Envelope Survey	10,000	C		
Resource & Daycare Centres Subtotal			60,000	C

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund	
Commercial Properties					
Hart House Restaurant-Makeup Air Unit-1 Replacement	60,000	G			
Hart House Restaurant-Air Conditioner - Chiller Unit-1 Replacement	8,000	G			
Commercial Component Life Cycle Renewal	25,000	C			
Commercial Properties Subtotal			93,000	G C	
General Buildings					
General Building Component Life Cycle Renewal	372,500	C			
Component Replacements for Unexpected Failures	100,000	C			
Various Building Minor Structures-Rehabilitation	30,000	C			
Water Conservation Measures	25,000	C			
General Buildings Subtotal			527,500	C	
Energy Performance Programs			325,000	C	
Service Centre					
Service Centre - Laurel Street	20,860,000	G C			
Ledger Temporary Works Yard	2,100,000	G			
Laurel Street Works Yard - Contamination Clean Up	700,000	G			
Still Creek Yard Fueling Facility	534,100	C			
Service Centre Subtotal			24,194,100	G C	
Facilities Management Total			32,820,600		
Infrastructure Projects					
¹ Rumble Street Upgrades - McKay to Royal Oak - Phase 3 of 3					
Rumble Street, McKay to Royal Oak	4,539,500	C			
Watermain Renewals	1,382,300	W			
Storm Sewers	683,500	C			
Civic Communications - Conduit	97,400	C			
Sanitary Main	76,400	S			
Rumble Street Upgrades - McKay to Royal Oak - Phase 3 of 3 Subtotal			6,779,100	C W S	
Watermain Replacement and Road Rehabilitation					
Watermain Renewals	4,849,500	W			
Local Road Network	994,000	C			
Civic Communications - Conduit	480,000	C			
Sanitary Main	55,900	S			
Storm Sewers	20,000	C			
Watermain Replacement and Road Rehabilitation Subtotal			6,399,400	W C S	

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund			
Beta Pump Station Upgrade			4,370,000	S			
Fraser Foreshore Dyke Reach 8							
Reach 8 Dyke Improvement	3,298,800	C					
Streetlight & Sidewalk Program	250,000	C					
Fraser Foreshore Dyke Reach 8 Subtotal			3,548,800	C			
Integrated Stormwater Management Plan (ISMP) Implementation (Fish Window)							
Storm Water Management	2,205,600	C					
Local Road Network	1,093,400	C					
Integrated Stormwater Management Plan (ISMP) Implementation (Fish Window) Subtotal			3,299,000	C			
² Combined Sewer Separation Program (Gilmore)							
Sanitary Main	1,957,900	S					
Local Road Network	855,300	C					
Watermain Renewals	283,500	W					
Conduit	38,300	C					
Combined Sewer Separation Program (Gilmore) Subtotal			3,135,000	S	C	W	
Developer Coordinated Works							
Developer Coordinated Works - Storm & Drainage	1,250,000	C					
Developer Coordinated Works - Roads Local Road Network	650,000	C					
Developer Coordinated Works - Water	150,000	W					
Developer Coordinated Works - Sanitary	150,000	S					
Developer Coordinated Works Subtotal			2,200,000	C	W	S	
South and Central Burnaby Road Rehabilitation							
Local Road Network	1,578,500	C					
Watermain Renewals	100,000	W					
Signals & Crosswalks	30,000	S					
South and Central Burnaby Road Rehabilitation Subtotal			1,708,500	C	W	S	
Douglas - Sprott to Trans Canada Highway							
Douglas, Sprott to Trans Canada Highway - Roads	1,000,000	C					
Douglas, Sprott to Trans Canada Highway - Drainage	500,000	C					
Douglas - Sprott to Trans Canada Highway Subtotal			1,500,000	C			

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Service, Meter and Street Light Replacements				
Service, Meter & Street Light Replacements - Water	600,000	W		
Service, Meter & Street Light Replacements - Sanitary	400,000	S		
Service, Meter & Street Light Replacements - Storm and Drainage	225,000	C		
Service, Meter & Street Light Replacements - Street Lighting	100,000	K		
Service, Meter & Street Light Replacements Subtotal			1,325,000	W S C K
Phase 1 of 3 Water & Sewer Pump Station Controls Upgrades				
Pump Stations, Reservoirs, Pressure Reducing Valves, Supervisory Control & Data Acquisition System (SCADA)	650,000	W		
Supervisory Control & Data Acquisition System System (SCADA) Upgrade	650,000	S		
Phase 1 of 3 Water & Sewer Pump Station Controls Upgrades Subtotal			1,300,000	W S
Developer Coordinated Storm			1,152,000	C
Generator Replacement Program				
Generator Replacements - Sanitary	580,000	S		
Generator Replacements - Water	290,000	W		
Generator Replacement Program Subtotal			870,000	S W
Water Meter Reading Project			750,000	W
10th Ave Pressure Reducing Valve & System Upgrade			582,600	W
Northeast Burnaby Roads Intersection Improvements			500,000	C
Willingdon Linear Park				
Willingdon Linear Park	465,000	B		
Civic Communications - Conduit	34,700	C		
Willingdon Linear Park Subtotal			499,700	B C
Roads & Sidewalk Rehabilitation				
Roads & Sidewalk Rehabilitation - Roads Local Road Network	469,900	C		
Roads & Sidewalk Rehabilitation - Roads Major Road Network	27,500	K		
Roads & Sidewalk Rehabilitation Subtotal			497,400	C K
Trenchless Rehabilitation				
Relining - Sanitary	240,000	S		
Relining - Storm & Drainage	240,000	C		
Trenchless Rehabilitation Subtotal			480,000	S C
Storm Service Replacements			463,400	C

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund	
Royal Oak, Willingdon, & Penzance Paving and Trails			400,000	C	
Environmental Rehabilitation - Creeks & Culverts			395,000	C	
Empire, Gamma to Hastings			375,000	C	
MetroVancouver Douglas Road Main Project #2 Coordination Project					
MetroVancouver Coordination - Douglas Road Main Project #2 - Roads Local Road Network	215,000	C			
MetroVancouver Coordination - Douglas Road Main Project #2 - Sanitary	150,000	S			
MetroVancouver Douglas Road Main Project #2 Coordination Project Subtotal			365,000	C	S
Marine Drive, Boundary to Patterson and Sussex to Byrne			365,000	C	
Kingsgate Pump Station			339,700	W	
Hastings Street Renewal Phase 5 of 5					
Major Road Network	200,000	K			
Sanitary Main	86,700	S			
Civic Communications - Conduit	29,000	C			
Hastings Street Renewal Phase 5 of 5 Subtotal			315,700	K	S C
Capitol Hill Pump Station Upgrade			312,800	W	
Beaverbrook Pedestrian Overpass			300,000	P	
Dykes, Culverts & Watercourses			288,700	C	
North Burnaby Watermains and Road Rehabilitation			275,000	W	
MetroVancouver Central Park Main Project #2 Coordination Project					
MetroVancouver Coordination - Central Park Main Project #2 - Water	175,000	W			
MetroVancouver Coordination - Central Park Main Project #2 - Sanitary	50,000	S			
MetroVancouver Coordination - Central Park Main Project #2 - Roads Local Road Network	50,000	C			
MetroVancouver Central Park Main Project #2 Coordination Project Subtotal			275,000	W	S C
³ Deer Lake Paving & Urban Trail			250,000	C	
BC Hydro Metro North Transmission - Coordination					
BC Hydro Metro North Transmission - Coordination - Roads Local Road Network	150,000	C			
BC Hydro Metro North Transmission - Coordination - Water	75,000	W			
BC Hydro Metro North Transmission - Coordination Subtotal			225,000	C	W

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund	
Lougheed Hwy Upgrade, Boundary to Gilmore			210,000	C	
Pressure Reducing Valve Station Upgrades			203,000	W	
Boundary Lanes Combined Sewer Separation - Phase II			200,000	S	
Kensington & Barnet Road Rehabilitation			200,000	K	
Imperial & Patterson Left Turn Bays			200,000	C	
Kaymar & Willingdon Pump Station - Feasibility Review			182,000	S	
Sanitary Service Replacements			181,500	S	
Rumble Street Upgrade Project - Phase 1 & 2 of 3					
Rumble St, Boundary to McKay - Road Work	66,500	C			
Rumble St, Boundary to McKay - Local Roads	57,800	L			
Rumble St, Boundary to McKay - Sanitary	41,500	S			
Rumble Street Upgrade Project - Phase 1 & 2 of 3 Subtotal			165,800	C L S	
Gilmore & Wayburne Sidewalk Upgrades			161,200	C	
Wheelchair Ramp Construction			156,800	C	
Gilmore Ave and Southridge Drive			125,000	C	
Local Area Service Program			100,000	C	
Wiggins Pump Station Upgrade			100,000	S	
Developer Coordinated Roads			95,000	C	
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control and Data Acquisition System (SCADA)					
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control and Data Acquisition System - Water	60,000	W			
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control and Data Acquisition System - Sanitary	30,000	S			
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control and Data Acquisition System (SCADA) Subtotal			90,000	W S	
Goring Pump Station Replacement			75,000	S	
Production Storm Detention			75,000	C	
Water Coordinated Works			70,000	W	

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
6000 Thorne Development			55,000	S
Barnet Beach Pump Station & Forcemain Replacement			55,000	S
Douglas Sanitary Pump Station Replacement			50,000	S
Pressure Reducing Valve Station Replacement			50,000	W
Sperling Stairs			50,000	C
Boundary Road Noise Fence			50,000	K
Right-of-Way Acquisitions			50,000	C
Gaglardi, Canada Way & Broadway Bridge Rehabilitation			50,000	C
Edmonds Street - South of Kingsway			44,500	C
Gilmore North			31,600	W
Centennial Way - Horizons Phase II			25,000	W
Minor Bridge Rehabilitation Program			25,000	C
Meadow Drainage Pump Station			25,000	C
Water Service Replacement Program			25,000	W
Gilpin Street, Royal Oak to Canada Way			20,000	C
Burnaby Lake Rowing Pavilion-Sewer Line Replacement			20,000	C
Environmental Monitoring			10,000	C
Water Meter Replacement Program			10,000	W
Infrastructure Projects Total			49,078,200	
Transportation				
4 Light Emitting Diode Streetlight Conversion Phase 4 of 5	1,300,000	C		
Minor Traffic Management Projects	712,800	C		
Still Creek and Eastbrook Parkway Intersection Controls	600,000	C		
Light Emitting Diode Streetlight Conversion Phase 3 of 5	440,000	C		
Traffic Signal at Parker and Gilmore	300,000	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Streetlight Service Panels	300,000	C		
Traffic Signal Cabinet Replacement	260,000	C		
Bus Shelter Program	200,000	C		
Traffic Signal Communication	200,000	C		
Security Hand Hole Covers for Street Lights	200,000	C		
Parking Meter Equipment	175,000	C		
Traffic Camera Replacement	150,000	C		
Streetlight Pole Replacement Program Local Road Network	185,000	C		
Rapid Rectangular Flashing Beacons Installation on Oakland at Dufferin	100,000	C		
Traffic Management Centre	100,000	C		
Streetlight Pole Replacement Program Major Road Network	149,000	C		
Traffic Signal Uninterrupted Power Supply	55,000	C		
Audible Signals	50,000	C		
Special Crosswalk Installation on Kincaid at Macdonald	30,000	C		
Ticketing System Upgrade/Replacement	21,000	C		
Emergency Vehicle Pre-Emption	11,000	C		
Transportation Total			5,538,800	
Vehicles & Equipment				
1 - Front Loader Refuse Packer, Container Truck (Sanitation)	400,000	C		
1 - Rear Load Refuse Truck (Sanitation)	356,000	C		
2 - Recycle Trucks (Sanitation)	570,000	C		
1 - Service Truck with Knuckle Boom (Pumps)	215,000	C		
2 - Bucket Trucks (Electrical)	350,000	C		
1 - Recycle Truck (Sanitation)	10,000	C		
Vehicles - Less than \$100K	545,000	C		
1 - Centreline Paint Truck	575,000	R		
1 - Hydro Excavator Truck	450,000	R		
2 - Automated Refuse Trucks	800,000	R		
1 - Front Load Refuse Truck	400,000	R		
6 - Recycle Trucks	2,100,000	R		
1 - Road Grader	350,000	R		
1 - Street Sweeper	340,000	R		
2 - Rear Load Refuse Trucks	660,000	R		
1 - Single Axle Flush Truck	300,000	R		
2 - 2 Ton Walk-in Vans	500,000	R		
1 - Single Axle Dump Truck	250,000	R		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
2 - Single Dump Trucks	500,000	R		
2 - Cut Down Dump	395,000	R		
2 - 3 Ton Crew Cab Dump Trucks	275,000	R		
1 - Aerial Lift Truck	130,000	R		
1 - Compact Wheel Loader	130,000	R		
1 - 1 Ton Cube Van with Tailgate	120,000	R		
1 - Jitney	100,000	R		
Vehicles - Less than \$100K	937,500	R		
Waste Management Technology	825,000	C		
Street Garbage & Recycling @ ~ 481 Bus Stops	750,000	C		
18,000 - 240L Toters	570,000	C		
5 Automatic Vehicle Location (Global Positioning System) Fleet Management Project	170,000	C		
Tools/ Equipment Electrical	140,000	C		
Fleet Optimization & Work Order Management System Improvements	100,000	C		
Steel Solid Waste Containers	100,000	R		
2 - Automated Arms	100,000	C		
4 - Slide Brine Tanks	100,000	C		
Equipment - Less than \$100K	657,700	R C		
Vehicles & Equipment Total			15,271,200	
Capital Expenditures Total			102,708,800	

Funding Sources

Community Benefit Reserve	465,000
Capital Works Financing Reserve Fund	48,309,400
Gaming Reserve	22,611,600
Translink Grants	577,500
Local Improvement Reserve Fund	28,900
Private Funds	300,000
Vehicle & Equipment Replacement Reserves	9,444,500
Sanitary Sewer Reserve	9,681,900
Water Works Reserve	11,290,000
Funding Sources Total	102,708,800

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Facilities Management								
City Hall - Future Estimates	670,000	C	2,336,500	C	2,350,000	C	395,000	C
RCMP Building - Future Year Estimates	750,000	C	520,000	C	365,000	C	226,000	C
West Building - Future Year Estimates	60,000	C	445,000	C	-		-	
Works Yards								
Norland Works Yard Modernization	-		2,000,000	G	-		-	
Future Year Estimates - Still Creek Works Yard	250,000	G	300,000	G	-		-	
Works Yards Subtotal	250,000	G	2,300,000	G	-		-	
Heritage & Cultural								
Mather House - Deck & Turret Design	500,000	G	-		-		-	
Future Estimates - Heritage & Cultural	160,000	G	180,000	G	190,000	G	75,000	G
Heritage & Cultural Subtotal	660,000	G	180,000	G	190,000	G	75,000	G
Parks & Recreation - Future Year Estimates	3,340,000	C	6,495,000	C	5,485,000	C	5,562,000	C
Library								
Phase I Metrotown Library-Domestic Water Pipe Replacement	50,000	C	50,000	C	50,000	C	50,000	C
Metrotown Library-Sanitary Waste Sump Pump Replacement	150,000	C	-		-		-	
Future Year Estimates - Library Buildings	500,000	C	355,000	C	475,000	C	509,000	C
Library Subtotal	700,000	C	405,000	C	525,000	C	559,000	C
Firehalls - Future Year Estimates	461,000	C	477,000	C	282,000	C	240,000	C
Resource & Daycare Centres Future Year Estimates	175,000	C	90,000	C	50,000	C	272,000	C
Commercial Properties Future Year Estimates	75,000	C	25,000	C	256,000	C	40,000	C
General Buildings - Future Year Estimates	387,500	C	397,500	C	397,500	C	397,500	C
Energy Performance Programs	250,000	C	250,000	C	250,000	C	250,000	C
Service Centre - Laurel Street	30,000,000	G	20,000,000	G	4,640,000	G	-	
Facilities Management Total	37,778,500		33,921,000		14,790,500		8,016,500	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Infrastructure Projects								
Watermain Replacement and Road Rehabilitation - Local Road Network	3,750,000	C	-		-		-	
Douglas - Sprott to Trans Canada Highway								
Douglas, Sprott to Trans Canada Highway - Roads	2,200,000	C	-		-		-	
Douglas, Sprott to Trans Canada Highway - Water	1,300,000	W	-		-		-	
Douglas - Sprott to Trans Canada Highway Subtotal	3,500,000	C W	-		-		-	
Service, Meter and Street Light Replacements								
Service, Meter & Street Light Replacements - Water	40,000	W	-		-		-	
Service, Meter & Street Light Replacements - Sanitary	25,000	S	-		-		-	
Service, Meter & Street Light Replacements - Storm & Drainage	25,000	C	-		-		-	
Service, Meter & Street Light Replacements - Water, Future Year	940,000	W	50,000	W	-		-	
Service, Meter & Street Light Replacements - Sanitary, Future Year	700,000	S	25,000	S	-		-	
Service, Meter & Street Light Replacements - Storm & Drainage, Future Year	225,000	C	25,000	C	-		-	
Service, Meter & Street Light Replacements - Street Lighting, Future Year	75,000	K	5,000	K	-		-	
Service, Meter and Street Light Replacements Subtotal	2,030,000	W S C K	105,000	W S C K	-		-	
Northeast Burnaby Roads Intersection Improvements								
Streetlight & Sidewalk Program	3,345,000	C	1,465,000	C	-		-	
Watermain Renewals	375,000	W	-		-		-	
Civic Communications - Conduit	231,700	C	-		-		-	
Northeast Burnaby Roads Intersection Improvements Subtotal	3,951,700	C W	1,465,000	C	-		-	
Roads and Sidewalk Rehabilitation								
Roads and Sidewalk Rehabilitation - Roads Local Road Network	9,253,500	C	-		-		-	
Roads and Sidewalk Rehabilitation - Roads Major Road Network	580,400	K	-		-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Roads & Sidewalk Rehabilitation - Water	220,900	W	-		-		-	
Roads & Sidewalk Rehabilitation Subtotal	10,054,800	C K W	-		-		-	
Royal Oak, Willingdon & Penzance Paving and Trails								
Royal Oak, Willingdon & Penzance - Road	3,159,000	C	-		-		-	
Royal Oak, Willingdon & Penzance - Water	482,400	W	-		-		-	
Royal Oak, Willingdon & Penzance - Drainage	117,600	C	-		-		-	
Royal Oak, Willingdon & Penzance - Conduit	212,000	C	-		-		-	
Royal Oak, Willingdon, & Penzance Paving and Trails Subtotal	3,971,000	C W	-		-		-	
Environmental Rehabilitation - Creeks & Culverts	5,055,000	G	-		-		-	
Empire, Gamma to Hastings	250,000	C	3,500,000	C	-		-	
MetroVancouver Douglas Road Main Project #2 Coordination Project								
MetroVancouver Coordination - Douglas Road Main Project #2 - Roads Local Road Network	400,000	C	2,940,000	C	-		-	
MetroVancouver Coordination - Douglas Road Main Project #2 - Sanitary	1,875,000	S	-		-		-	
MetroVancouver Coordination - Douglas Road Main Project #2 - Water	1,280,000	W	-		-		-	
MetroVancouver Douglas Road Main Project #2 Coordination Project Subtotal	3,555,000	S W C	2,940,000	C	-		-	
Marine Drive, Boundary to Patterson and Sussex to Byrne	-		3,300,000	C	3,300,000	C	-	
North Burnaby Watermains & Road Rehabilitation								
North Burnaby Watermains & Road Rehabilitation - Water	4,361,500	W	-		-		-	
North Burnaby Watermains & Road Rehabilitation - Roads Local Road Network	1,199,800	C	1,856,800	C	-		-	
Conduit	-		10,000	C	-		-	
North Burnaby Watermains & Road Rehabilitation Subtotal	5,561,300	W C	1,866,800	C	-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
MetroVancouver Central Park Main Project #2 Coordination Project								
MetroVancouver Coordination - Central Park Main Project #2 - Water	450,000	W	2,800,000	W	-		-	
MetroVancouver Coordination - Central Park Main Project #2 - Sanitary	-		825,000	S	-		-	
MetroVancouver Coordination - Central Park Main Project #2 - Roads Local Road Network	150,000	C	1,100,000	C	-		-	
MetroVancouver Central Park Main Project #2 Coordination Project Subtotal	600,000	W C	4,725,000	W C S	-		-	
Deer Lake Paving & Urban Trail	2,370,000	G C	-		-		-	
Lougheed Hwy Upgrade, Boundary to Gilmore								
Lougheed Hwy Upgrade, Boundary to Gilmore - Roads Local Road Network	-		2,850,000	C	-		-	
Lougheed Hwy Upgrade, Boundary to Gilmore - Roads Major Road Network	-		1,480,000	K	-		-	
Lougheed Hwy Upgrade, Boundary to Gilmore - Water	-		611,000	W	-		-	
Lougheed Hwy Upgrade, Boundary to Gilmore Subtotal	-		4,941,000	C K W	-		-	
Pressure Reducing Valve Station Upgrades	950,000	W	-		-		-	
Boundary Lanes Combined Sewer Separation - Phase II								
Boundary Lanes Combined Sewer Separation - Phase II - Sanitary	2,981,300	S	-		-		-	
Boundary Lanes Combined Sewer Separation - Phase II - Water	826,500	W	-		-		-	
Boundary Lanes Combined Sewer Separation - Phase II - Roads Local Road Network	51,700	C	-		-		-	
Conduit	20,000	C	-		-		-	
Boundary Lanes Combined Sewer Separation - Phase II Subtotal	3,879,500	S W C	-		-		-	
Kensington & Barnet Road Rehabilitation								
Kensington & Barnet Road Rehabilitation - Roads Major Road Network	2,820,000	K	-		-		-	
Kensington & Barnet Road Rehabilitation - Roads Local Road Network	655,000	C	-		-		-	
Kensington & Barnet Road Rehabilitation - Water	135,000	W	-		-		-	
Kensington & Barnet Road Rehabilitation Subtotal	3,610,000	K C W	-		-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Imperial & Patterson Left Turn Bays	1,578,500	C	-		-		-	
Kaymar & Willingdon Pump Station - Feasibility Review	400,000	S	1,500,000	S	-		-	
Gilmore Ave and Southridge Drive	1,850,000	C	-		-		-	
Local Area Service Program								
Local Area Service Program - Roads	350,000	C	-		-		-	
Local Area Service Program - Water	250,000	W	-		-		-	
Local Area Service Program - Sanitary	150,000	S	-		-		-	
Local Area Service Program - Storm & Drainage	150,000	C	-		-		-	
Local Area Service Program Subtotal	900,000	C W S	-		-		-	
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control & Data Acquisition System (SCADA)								
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control & Data Acquisition System - Water	500,000	W	-		-		-	
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control & Data Acquisition System - Sanitary	250,000	S	-		-		-	
Pump Stations, Reservoirs, Pressure Reducing Valves & Supervisory Control & Data Acquisition System (SCADA) Subtotal	750,000	W S	-		-		-	
Goring Pump Station Replacement	175,000	S	2,825,000	S	-		-	
Production Storm Detention	-		500,000	C	-		-	
6000 Thorne Development	1,000,000	C	-		-		-	
Barnet Beach Pump Station and Forcemain Replacement	-		1,025,000	S	-		-	
Douglas Sanitary Pump Station Replacement	2,386,000	S	-		-		-	
Pressure Reducing Valve Station Replacement								
Pressure Reducing Valve Replacement - Water	750,000	W	-		-		-	
Pressure Reducing Valve Replacement - Roads Local Road Network	75,000	C	-		-		-	
Pressure Reducing Valve Station Replacement Subtotal	825,000	W C	-		-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Sperling Stairs	670,000	C	-		-		-	
Boundary Road Noise Fence	300,000	K	-		-		-	
Right-of-Way Acquisitions	100,000	C	100,000	C	100,000	C	100,000	C
Centennial Way - Horizons Phase II	425,000	W	-		-		-	
Minor Bridge Rehabilitation Program	325,000	C	-		-		-	
Meadow Drainage Pump Station	50,000	C	500,000	C	-		-	
Environmental Monitoring	10,000	C	10,000	C	10,000	C	10,000	C
Combined Sewer Separation Program (Willingdon Outfall)								
Combined Sewer Separation & Water	3,622,000	S	-		-		-	
Watermain Renewals	2,466,000	W	-		-		-	
Local Road Network	939,100	C	-		-		-	
Conduit	280,000	C	-		-		-	
Combined Sewer Separation Program (Willingdon Outfall) Subtotal	7,307,100	S W C	-		-		-	
Metrotown Station Passarelle	6,500,000	B P	11,000,000	B	-		-	
Developer Coordinated Works								
Developer Coordinated Works - Storm & Drainage	2,025,000	C	-		-		-	
Developer Coordinated Works - Roads	750,000	C	-		-		-	
Developer Coordinated Works - Water	250,000	W	-		-		-	
Developer Coordinated Works - Sanitary	150,000	S	-		-		-	
Developer Coordinated Works Subtotal	3,175,000	C W S	-		-		-	
Future Program Estimates 2019-2022								
Local Areas Service Program	1,000,000	L C	1,000,000	L C	1,000,000	L C	1,000,000	L C
Roads Local Road Network	500,000	C	2,076,500	C	17,242,500	C	18,700,000	C
Water	500,000	W	4,617,100	W	12,500,000	W	12,500,000	W
Sanitary	500,000	S	7,000,000	S	13,000,000	S	10,500,000	S
Storm	400,000	C	7,975,000	C	9,000,000	C	9,000,000	C
Roads Major Road Netowrk	250,000	K	-		3,000,000	K	3,000,000	K
Future Program Estimates 2019-2022 Subtotal	3,150,000	C L W S K	22,668,600	C S W L	55,742,500	C S W K L	54,700,000	C W S K L

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Byrne Creek Dyke Study	1,350,000	G	-		-		-	
Emergency Works								
Emergency Works - Water, Future Year	150,000	W	-		-		-	
Emergency Works - Sanitary, Future Year	150,000	S	-		-		-	
Emergency Works - Storm & Drainage, Future Year	100,000	C	-		-		-	
Emergency Works - Roads, Future Year	100,000	C	-		-		-	
Emergency Works Subtotal	500,000	C W S	-		-		-	
Trenchless Rehabilitation								
Relining - Sanitary	240,000	S	-		-		-	
Relining - Storm & Drainage	240,000	C	-		-		-	
Trenchless Rehabilitation Subtotal	480,000	S C	-		-		-	
Willingdon Pump Station Sewer Diversion	303,800	S	-		-		-	
Various Watermains & Roads								
Various Watermains & Roads - Water	225,000	W	3,679,400	W	-		-	
Various Watermains & Roads - Roads Local Road Network	-		907,000	C	1,457,500	C	-	
Various Watermains and Roads Subtotal	225,000	W	4,586,400	W C	1,457,500	C	-	
Watermain Renewals (City Forces)	145,000	W	355,300	W	-		-	
Lougheed Highway Upgrades - Austin to Underhill								
Lougheed Highway Upgrade-Austin to Underhill	-		6,475,800	C	-		-	
Major Road Network	-		3,395,800	K	-		-	
Civic Communications - Conduit	-		420,000	C A	-		-	
Watermain Renewals	-		250,000	W	-		-	
Lougheed Highway Upgrades - Austin to Underhill Subtotal	-		10,541,600	C K A W	-		-	
Infrastructure Projects Total	87,968,700		78,454,700		60,610,000		54,810,000	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Transportation								
Light Emitting Diode Streetlight Conversion Phase 4 of 5	1,000,000	C	-		-		-	
Minor Traffic Management Projects	500,000	C	500,000	C	500,000	C	500,000	C
Streetlight Service Panels	300,000	C	300,000	C	300,000	C	300,000	C
Traffic Management Centre	300,000	C	300,000	C	300,000	C	300,000	C
Traffic Signal Cabinet Replacement	260,000	C	260,000	C	260,000	C	260,000	C
Bus Shelter Program	200,000	C	200,000	C	200,000	C	200,000	C
Traffic Signal Communication	200,000	C	200,000	C	200,000	C	200,000	C
Security Hand Hole Covers for Street Lights	200,000	C	200,000	C	200,000	C	200,000	C
Parking Meter Equipment	175,000	C	175,000	C	175,000	C	175,000	C
Traffic Camera Replacement	150,000	C	150,000	C	150,000	C	150,000	C
Streetlight Pole Replacement Program Local Road Network	150,000	C	150,000	C	150,000	C	150,000	C
Streetlight Pole Replacement Program Major Road Network	100,000	C	100,000	C	100,000	C	100,000	C
Audible Signals	50,000	C	50,000	C	50,000	C	50,000	C
Transportation Total	3,585,000		2,585,000		2,585,000		2,585,000	
Vehicles & Equipment								
2 - Tandem Axle Dump Trucks	850,000	C	-		-		-	
1 - Mini Split Body Automated Refuse Truck	300,000	C	-		-		-	
1- Articulating Front End Loader (Roads)	300,000	C	-		-		-	
1 - Mini Split Body Automated Refuse Truck	290,000	C	-		-		-	
2 - Tandem Axle Dump Trucks	850,000	R	-		-		-	
1 - Sewer Combination Truck	415,000	R	-		-		-	
4 - Automated Refuse Trucks	1,600,000	R	-		-		-	
1 - Front Load Refuse Truck	400,000	R	-		-		-	
2 - Automated Refuse Trucks	750,000	R	-		-		-	
1 - Front Load Refuse Truck	270,000	R	-		-		-	
1 - Recycle Truck	255,000	R	-		-		-	
1 - 2 Ton Step Van	160,000	R	-		-		-	
2 - 2 Ton Crew Cab Dump Trucks	210,000	R	-		-		-	
2 - 2 Ton Dump Trucks 4 Wheel Drive	200,000	R	-		-		-	
1 - Cut Down Dump Truck	100,000	R	-		-		-	
1 - Street Sweeper	-		340,000	R	-		-	
1 - Recycle Truck	-		300,000	R	-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
1 - Street Sweeper	-		-		350,000	R	-	
1 - Anti Ice Tanker Truck	-		-		250,000	R	-	
2 - Jitneys	-		-		200,000	R	-	
2 - Tandem Dumps with Equipment	-		-		-		835,000	R
1- Automated Refuse Truck	-		-		-		400,000	R
2 - Street sweepers	-		-		-		700,000	R
1- Recycling Truck	-		-		-		300,000	R
1 - Single Axle Dump with equip	-		-		-		250,000	R
1- 2 Ton walk in Van	-		-		-		230,000	R
2 - Ford F450 Service Trucks	-		-		-		240,000	R
Vehicles - Less than \$100K	-		346,000	R	410,000	R	180,000	R
Tools/ Equipment Electrical	100,000	C	-		-		-	
1- Skid Steer Loader	100,000	C	-		-		-	
Equipment - Less than \$100K	133,000	C	100,000	C	-		-	
Vehicles & Equipment Total	7,283,000		1,086,000		1,210,000		3,135,000	
Capital Expenditures Total	136,615,200		116,046,700		79,195,500		68,546,500	

Funding Sources

Gas Tax Reserve	-	9,800	-	-
Community Benefit Reserve	3,500,000	11,000,000	-	-
Capital Works Financing Reserve Fund	49,814,400	50,627,300	44,155,500	38,836,500
Gaming Reserve	39,635,000	22,480,000	4,830,000	75,000
Translink Grants	4,025,400	4,880,800	3,000,000	3,000,000
Local Improvement Reserve Fund	500,000	500,000	500,000	500,000
Private Funds	3,000,000	-	-	-
Vehicle & Equipment Replacement Reserves	5,210,000	986,000	1,210,000	3,135,000
Sanitary Sewer Reserve	13,908,100	13,200,000	13,000,000	10,500,000
Water Works Reserve	17,022,300	12,362,800	12,500,000	12,500,000
Funding Sources Total	136,615,200	116,046,700	79,195,500	68,546,500

Finance

¹ One Colour Offset Press – Printshop - \$90,000

The printshop requires replacement of one colour press as part of its printshop equipment. In order to have the equipment in operation further electrical upgrades to the printshop area are required to accommodate the new technology.

² Fleet Vehicles Replacement - \$125,000

This project is for the replacement of six existing City Hall fleet vehicles.

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Vehicles & Equipment				
¹ One Colour Offset Press - Printshop	90,000	C		
² Fleet Vehicles Replacement	125,000	R		
Vehicles & Equipment Total			215,000	
CAPITAL EXPENDITURES TOTAL			215,000	

Funding Sources

Capital Works Financing Reserve Fund	90,000	
Vehicle & Equipment Replacement Reserves	125,000	
Funding Sources Total		215,000

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Vehicles & Equipment								
Horizon Multi Binder Face Trimmer	40,000	R	-		-		-	
Fleet Vehicles Replacement	125,000	R	-		-		-	
Vehicles & Equipment Total	165,000	R	-		-		-	
CAPITAL EXPENDITURES TOTAL	165,000		-		-		-	

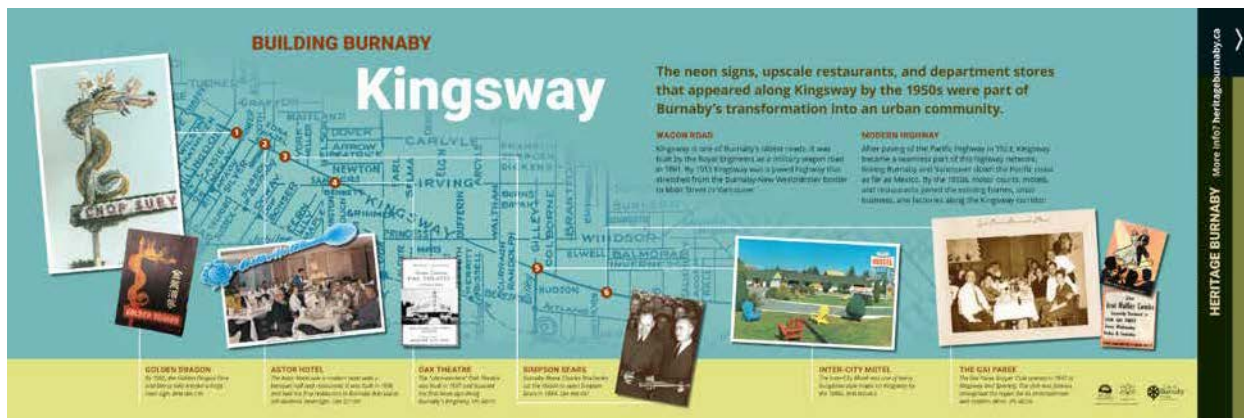
Funding Sources

Vehicle & Equipment Replacement Reserves	165,000		-		-		-	
Funding Sources Total	165,000		-		-		-	

Planning & Building

¹ Burnaby 125 Heritage Markers - \$31,900

In celebration of Burnaby's rich and diverse history, this project is advancing the installation of historic plaques throughout the City to celebrate Burnaby's 125th anniversary. The project, in support of Burnaby as a connected and inclusive community, was launched in Fall 2017 as part of the Burnaby Village Museum's "Neighbourhood History Series." The first twelve heritage markers will serve to provide a legacy to commemorate this milestone event and will provide additional opportunities for the public to learn about our rich history.



² Child Care Facilities - \$6,000,000

Council authorized staff to work with the Burnaby School District for the development of new child care facilities in modular buildings on School District lands.

This project presents a model for the provision of quality child care services. With a notable contribution of capital funding by the City, locations within school sites and the management of operating agreements, with non-profit providers, will be undertaken by the School District.



In partnership with the School District, the City is advancing the development, placement and installation of up to 4 child care facilities in 2018, creating new child care spaces in all four quadrants of the City.

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Community Plan Implementation				
North Road Streetscape Beautification	707,000	G		
Community Plan Implementation Total			707,000	
Land Assembly & Development				
Land Assembly			8,200,000	T
Land Development				
General Development	2,000,000	T		
Riverbend Drive - Oxford Cost Share	219,500	T		
¹ Burnaby 125 Heritage Markers	31,900	G		
Lougheed Hwy - Brentwood Streetscape Beautification	350,000	G		
North Fraser Way Cost Share	12,400	T		
Land Development Subtotal			2,613,800	T G
Land Assembly & Development Total			10,813,800	
City Hall/Buildings				
City Administrative Complex	1,950,400	C		
City Hall - Deer Lake/West Building Interior Renovations	450,000	C		
City Buildings - Emergency Power at Key Facilities	236,400	C		
City Hall - Audio Visual System Upgrade	136,700	C		
City Buildings - Access Improvements	82,000	C		
² Child Care Facilities	6,000,000	B		
Brentwood Community Space - Community Police Office (CPO)	1,675,000	B		
City Hall/Buildings Total			10,530,500	
Capital Expenditures Total			22,051,300	

Funding Sources

Community Benefit Reserve	7,675,000
Capital Works Financing Reserve Fund	2,855,500
Gaming Reserve	1,088,900
Corporate & Tax Sale Land Reserve Fund	10,431,900
Funding Sources Total	22,051,300

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Land Assembly & Development								
Land Assembly	7,000,000	T	7,000,000	T	7,000,000	T	7,000,000	T
Land Development	1,500,000	T	2,500,000	T	3,500,000	T	3,500,000	T
Land Assembly & Development Total	8,500,000		9,500,000		10,500,000		10,500,000	
City Hall/Buildings								
City Administrative Complex	2,970,000	C	-		-		-	
Brentwood Community Space - Community Police Office (CPO)	500,000	B	-		-		-	
City Hall/Buildings Total	3,470,000	C B	-		-		-	
Capital Expenditures Total	11,970,000		9,500,000		10,500,000		10,500,000	

Funding Sources

Community Benefit Reserve	500,000	-	-	-
Capital Works Financing Reserve Fund	2,970,000	-	-	-
Corporate & Tax Sale Land Reserve Fund	8,500,000	9,500,000	10,500,000	10,500,000
Funding Sources Total	11,970,000	9,500,000	10,500,000	10,500,000



Parks, Recreation and Cultural Services

¹ Willingdon Linear Park - \$3,718,200

In conjunction with road rehabilitation along Willingdon, a linear park was constructed between Brentlawn and Hastings. The park has a 4m wide multi-use trail, pedestrian lighting, concrete works with seating, trees, horticulture and sod installed. In 2018, Burnaby residents will see the completion of the site works for the park and installation of artwork in select locations along the trail. The art will include a decorative fountain, a community hammock, art screens between the residential properties and the park and entry beacons at either end of the walkway and at the four bus stops. The flow of colors and design was inspired by the weaving of landscape features of the mountains and the waterways that surround Burnaby.



² Central Park Perimeter Trail Phase 2: Patterson Road - \$1,991,600

This project is the second phase of a longer continuous multi-use trail on three sides of the park that will connect to the BC Parkway trail. The completed project will provide a 4m rubberized loop trail system with pedestrian lighting and shade trees. The overall trail system which will eventually circumnavigate the Park and will offer an accessible, safe, convenient access around the Park providing enhanced recreational opportunities for off road commuter routes and a new venue for community groups to host fundraising runs and walks.

This phase of the project will run along Patterson Avenue from Imperial to Beresford Street where it will meet up with the BC Parkway.

³ Byrne Creek Secondary School: Artificial Sports Field Replacement - \$1,660,000

The project involves the replacement of an artificial field that was initially installed in 2005. The replacement of the artificial field is a two step process.

Within the design phase, as each artificial field is rebuilt, a comprehensive assessment of new field turf products is performed. The industry changes, adding new products each year to improve play and longevity of the fields. Changes include: turf filament styles, lengths and form, advances in subsurface drainage and infill products as well as new features such as absorption pads. Requirements for various sports are different and meeting certified standards for higher levels of play differ from site to site.

In this replacement project, the work will include assessment of field and sub base condition, assessment of new field products, and identification of field lining requirements to inform the design and finally reconstruction of the field.



Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Parks Vehicles & Equipment				
1 - Weed Harvester	220,000	C		
1 - 4 X 4 2 Ton Dump Truck	100,000	C		
Vehicles - Less Than \$100K	340,000	C		
Customization	100,000	C		
1 - Aerial Chipper Truck	275,000	R		
3 - Crew Cab Dump Trucks	375,000	R		
1 - 5 Deck Rotary Mower	120,000	R		
1 - 5 Deck Rotary Mower	120,000	R		
4 - 4 X 4 2 Ton Dumps	420,000	R		
3 - 4 X 4 Utility Tractors	300,000	R		
2 - 5 Gang Reel Mowers	200,000	R		
Vehicles - Less Than \$100K	2,350,500	R		
Customization	150,000	R		
Vehicles & Equipment Total			5,070,500	
Property Acquisitions				
Annual Estimate - Parkland Acquisition	3,000,000	D		
Property Acquisitions Total			3,000,000	
Park Facilities				
¹ Willingdon Linear Park			3,718,200	B F
Central Park				
² Perimeter Urban Trail Phase Two	1,991,600	C		
Development of Northeast Triangle	86,400	C		
Washroom Upgrades	73,300	C		
Central Park - Design	71,700	C		
Central Park Subtotal			2,223,000	C
³ Byrne Creek School - Artificial Turf Field Replacement Design and Construction			1,660,000	C
Playground Replacement				
Cariboo Park	185,000	C		
Kisbey Park	185,000	C		
Lou Moro Park	185,000	C		
Rene Memorial Park Waterplay	175,000	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Canadian Standards Association Playground Compliance	160,000	C		
George Green Park	100,100	C		
Avondale Park	74,800	C		
Playgrounds - Upgrade To Canadian Standards Association Standards 2016	70,500	C		
Playground Replacement Subtotal			1,135,400	C
Safety & Security Enhancement in Parks			950,000	G
Park Roads & Parking Lots				
Park Roads & Parking Lots	650,000	C		
Road Recap Program - Various Locations	120,300	C		
Major Parking Lot Road Program	101,000	C		
Park Roads-Parking Lot - Various Locations	16,000	C		
Park Roads & Parking Lots Subtotal			887,300	C
Barnet Marine				
Barnet Marine Park - Parking/Drive Reconfiguration Construction	750,000	C		
Social Rental Room	100,000	C		
Barnet Marine Park - Feasibility Study For Parking Issues	2,900	C		
Barnet Marine Subtotal			852,900	C
Sportsfield Renovation Program			468,300	C
Deer Lake Park				
Deer Lake Trail Building And Boardwalk Renewal	313,200	C		
Oakland Staircase Replacement	150,000	C		
Deer Lake Park Subtotal			463,200	C
Burnaby Mountain Park				
Burnaby Mountain Park Trail Development & Reconstruction	289,900	C		
North Face Drainage	125,000	C		
Bike Skills Area	30,000	C		
Burnaby Mountain Park Subtotal			444,900	C
Confederation Park				
Confederation Park - Park Development	250,000	C		
Stormwater Management - Confederation Park	160,600	C		
Confederation Park Subtotal			410,600	C

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Fraser Foreshore Park				
Washroom And Service Building, Design	180,000	C		
New Picnic Site	100,000	C		
New Fitness Circuit	74,600	C P		
Fraser Foreshore Park Subtotal			354,600	C P
Edmonds Park				
Redevelopment Phase 2	71,700	C		
Redevelopment Phase 3	160,000	C		
Redevelopment Phase 4	70,000	C		
Edmonds Park Subtotal			301,700	C
Alta Vista Park - Park Expansion			295,000	C
Minor Development			288,000	C
Burnaby Lake Sports Complex - East				
Burnaby Lake Pavilion - Dock	110,000	C		
Rugby Fieldhouse - Wheelchair Lift	100,000	C		
Stairway From Arena To Kensington Ave.	70,000	C		
Burnaby Lake Sports Complex - East Subtotal			280,000	C
Trail System Development			231,300	C
Fencing & Support Structure Replacement			204,000	C
Tennis Court Renovations			185,000	C
Environmental Upgrades			157,000	C
Water Conservation Devices			154,300	C G
Barrier Gates & Bleachers - Replacement			150,000	C
Cameron Park Development			149,900	C
Family Shade Structures (Playgrounds/Spray Parks)			145,900	C
Goal Post Replacement			135,000	C
Picnic Tables & Benches - Replacement			100,000	C
Footbridges And Stairs - Park Trails			100,000	C

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Minor Equipment Replacement			95,000	C
Accessibility Improvements			93,000	C
Neighbourhood Park Landscape Improvements			90,000	C
Watermain Replacement			90,000	C
Sports Court Renovations			75,000	C
Burnaby Lake Sports Complex - North			73,500	C
Burnaby North School - Artificial Turf Field Replacement Design			70,000	C
Offleash Dog Park Improvements			59,900	C
Still Creek - Storage Area And Work Space			40,000	C
Park Signage - Entry Signs			35,000	C
Graffiti Wrap Program			25,000	G
Bear Proof Garbage Containers			25,000	C
Park Facilities Total			17,216,900	
Recreation Facilities				
South Burnaby Arena - Feasibility Study, Design & Construction			3,558,500	B
Burnaby Lake Rowing Pavilion - Repurpose Spectator Area			650,000	B
Bonsor Recreation Centre				
Bonsor Complex-Repurpose Seniors Area	224,400	B		
Plaza Deck - Repurpose Water Feature And Replace Plaza Features	200,000	C		
Bonsor Facility Condition Assessment	150,000	C		
Ultra-Violet System For Pools	57,400	C		
Bonsor Recreation Centre Subtotal			631,800	C B
Swangard Stadium				
Renovation Of Concession #2	100,000	C		
Mobile Seating	100,000	C		
Stadium Improvements	75,000	C		
Sound System	75,000	C		
Power Upgrade - Specifications	48,600	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
New Concession Equipment And Fixture Upgrades	30,000	C		
Swangard Stadium Subtotal			428,600	C
CG Brown Pool - Feasibility Study, Design & Construction			350,000	C
Edmonds Community Centre			338,700	C
Bill Copeland Sports Complex				
Read O Graph Sign	162,800	C		
Concession Renovation Lower Level	130,000	C		
Bill Copeland Sports Complex Subtotal			292,800	C
Eileen Dailly Pool				
Outdoor Pools - Design and Install Dry Chlorine Systems at 4 Pools	130,000	C		
Replacement of Leisure Pool Water Play Features	40,000	C		
Eileen Dailly Pool Subtotal			170,000	C
Brentwood Community Centre - Feasibility Study			150,000	B
Sports Field/Outdoor Sport Equipment Replacement			95,400	C
Burnaby Lake Sports Complex - West			60,000	C
Burnaby Lake Sports Complex - East - Covered Sports Box			31,500	C
General Development				
Recreation Equipment	600,000	C		
Registration & Booking Software Replacement Project	125,000	C		
Safety & Security Multiple Sites	107,100	C		
Food Services Equipment	100,000	C		
Administration Office - Office Renovation	20,000	C		
General Development Subtotal			952,100	C
Recreation Facilities Total			7,709,400	
Cultural Facilities				
Burnaby Village Museum				
Burnaby Village Museum Meadow/Carousel Trellis	1,363,300	C		
Burnaby Village Museum Blacksmith Shop Upgrade	75,000	C		
Old Curly	75,000	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Vorce Roadway	75,000	C		
Burnaby Village Museum Exhibit And Building Upgrades	50,000	C G		
Village Road Repairs	47,000	C		
Website Redevelopment	42,000	C		
Tram Barn	40,000	C		
Interior Fit Outs	37,000	C		
Burnaby Village Museum Christmas Equipment	35,000	C		
Burnaby Village Museum Front Counter Office Upgrades	35,000	C		
Steam Boiler Replacement And Steam Safety	30,000	C		
Burnaby Village Museum - Orchard Upgrades	30,000	C		
Electrical Kiosk	25,000	C		
Shop Storage	25,000	C		
Deer Lake Fences And Gates	20,000	C		
Farm House Upgrade	17,000	C		
Burnaby Village Museum Subtotal			2,021,300	C G
Shadbolt Centre				
Theatre Renovations, Enhancements And Technological Upgrades	549,000	C		
Shadbolt Exterior Walkway Project	356,900	A		
Shadbolt Facility Upgrades	337,000	C		
Mathers House Program And Facility Upgrades	274,600	G		
Equipment Replacement Program	197,600	C		
Media Arts Lab Computer Replacement	42,000	C		
Shadbolt Centre Subtotal			1,757,100	C A G
Burnaby Art Gallery				
Burnaby Art Gallery Fireside Room Interior Fit Out & Installation	195,700	C		
Burnaby Art Gallery Subtotal			195,700	C
Cultural Facilities Total			3,974,100	
Golf Facilities				
Kensington Park Pitch & Putt				
Kensington Pitch & Putt Design & Construction of Executive Course Phase I	109,800	C		
Kensington Pitch & Putt Design & Construction of Executive Course Phase II	2,251,400	C		
Kensington Pitch & Putt Pro Shop Renovations/Upgrades	200,000	C		
Kensington Pitch & Putt Maintenance Shop Upgrades	175,000	C		
Kensington Pitch & Putt Equipment Storage Sheds	200,000	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Entry Sign Improvements	20,000	C		
Kensington Park Pitch & Putt Subtotal			2,956,200	C
Burnaby Mountain Golf Course				
Golf Hole Renovation & Construction	150,000	C		
Paving, Tee & Trap Improvement, Signage, Landscaping	90,000	C		
Fairway Drainage	75,000	C		
Public Washrooms	75,000	C		
Driving Range Upgrades To Lighting, Entrance, Sidewalks, Etc.	51,900	C		
Driving Range Fence Height Extension & End Fence Lines	45,400	C		
Security Cameras Replacement	45,000	C		
Burnaby Mountain Golf Equipment Storage Building	43,900	C		
Irrigation Upgrades	40,200	C		
Golf Cart Fleet GPS Tracking System	35,000	C		
Minor Equipment Replacement	31,100	C		
Burnaby Mountain Golf Redesign & Construction Of 2 Greens	29,200	C		
Signage And Lighting For Entry And Clubhouse	5,000	C		
Clubhouse	205,000	C		
2015 Eagle Creek Interior Fit Out Phase 2	64,600	C		
Eagle Creek Restaurant - Back Up Generator	33,400	C		
Drought Preparation Fairways	20,000	C		
Administration Office Development - Burnaby Mountain	10,000	C		
Burnaby Mountain Golf Course Subtotal			1,049,700	C
Riverway Golf Course				
Riverway Golf Course Driving Range Upgrade	223,000	C		
Drainage/Irrigation Upgrades	50,000	C		
Driving Range Fence Height Extension & End Fence Lines	46,000	C		
Building Improvements - Entry, Doors, Lighting, Tile, Etc.	40,200	C		
Golf Cart Fleet GPS Tracking System	35,000	C		
Public Washrooms - On Course	25,000	C		
Washroom Fixture Upgrades	21,000	C		
Driving Range Game & Swing Analysis System	8,000	C		
Restaurant - Interior Fit Out & Furniture	120,000	C		
Drainage & Irrigation Upgrades	100,000	C		
Property Fence Upgrades	50,000	C		
Drought Preparation Fairways	30,000	C		
Landscape Improvements	20,000	C		

Capital Expenditures

	2018 Plan (\$)	Fund	2018 Plan (\$)	Fund
Maintenance Building Renovations/Upgrades	20,000	C		
Riverway Golf Course Subtotal			788,200	C
Golf Facilities Total			4,794,100	
Capital Expenditures Total			41,765,000	

Funding Sources

Capital Works Financing Reserve Fund	24,354,900
Development Cost Charges Reserve Fund	3,000,000
Vehicle & Equipment Replacement Reserves	4,310,500
Gaming Reserve	1,369,600
Community Benefit Reserve	7,801,100
Private Funds	72,000
Federal Grants	500,000
Gas Tax Reserve	356,900
Funding Sources Total	41,765,000

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Parks Vehicles & Equipment								
1 - Small Sucker Truck	100,000	C	-		-		-	
1 - Pickup Truck	-		-		-		100,000	C
Vehicles - Less Than \$100K	110,000	C	130,000	C	130,000	C	30,000	C
Customization	100,000	C	100,000	C	100,000	C	100,000	C
1 - Ice Machine	300,000	R	-		-		-	
1 - Side Packer Garbage Truck	175,000	R	-		-		-	
3 - 450 Aluminum Crew Vans	300,000	R	-		-		-	
1 - Hook Lift Truck	100,000	R	-		-		-	
1 - Ransomes 7 Gang Reel Mower	100,000	R	-		-		-	
1 - Utility Tractor	100,000	R	-		-		-	
1 - Bandit Wood Chipper	-		150,000	R	-		-	
2 - 5 Gang Reelmaster Mowers	-		250,000	R	-		-	
3 - Turf Tractors	-		300,000	R	-		-	
1 - Utility Tractor	-		100,000	R	-		-	
1 - 11 Blade Greens Mower	-		100,000	R	-		-	
1 - Ice Machine	-		-		300,000	R	-	
1 - Aerial Chip Box Truck	-		-		300,000	R	-	
1 - 16' Rotary Mower	-		-		100,000	R	-	
3 - Crew Cab Dump Trucks	-		-		300,000	R	-	
2 - Crew Vans	-		-		200,000	R	-	
2 - 450 Economy Vans	-		-		200,000	R	-	
1 - 2 Ton Dump Truck	-		-		100,000	R	-	
1 - Ice Machine	-		-		-		250,000	R
2 - 5 Gang Mowers	-		-		-		200,000	R
Vehicles - Less Than \$100K	1,145,000	R	420,000	R	755,000	R	725,000	R
Customization	150,000	R	150,000	R	150,000	R	150,000	R
Parks Vehicles & Equipment Total	2,680,000		1,700,000		2,635,000		1,555,000	
Property Acquisitions								
Annual Estimate - Parkland Acquisition	3,000,000	D	3,000,000	D	3,000,000	D	3,000,000	D
Property Acquisitions Total	3,000,000		3,000,000		3,000,000		3,000,000	
Park Facilities								
Central Park								
Perimeter Urban Trail	900,000	C	-		-		-	
Development Of Northeast Triangle	250,000	C	-		-		-	
Central Park Subtotal	1,150,000	C	-		-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Playground Replacement								
Lou Moro Park	185,000	C	-		-		-	
Canadian Standards Association Playground Compliance	160,000	C	160,000	C	160,000	C	160,000	C
Charles Rummel Park	185,000	C	-		-		-	
Barnet Marine Park	185,000	C	-		-		-	
Lakeview Park	-		185,000	C	-		-	
Riverway Sports Fields	-		185,000	C	-		-	
Squint Lake Park	-		185,000	C	-		-	
Forest Glen Park	-		-		185,000	C	-	
Suncrest Park	-		-		185,000	C	-	
Wesburn Park	-		-		185,000	C	-	
Mckay Park	-		-		-		185,000	C
Meadowood Park	-		-		-		185,000	C
Harwood Park	-		-		-		185,000	C
Playground Replacement Subtotal	715,000	C	715,000	C	715,000	C	715,000	C
Park Roads And Parking Lots	650,000	C	650,000	C	650,000	C	650,000	C
Barnet Marine - Parking/Drive Reconfiguration Construction	850,000	C	-		-		-	
Sportsfield Renovation Program	350,000	C	350,000	C	350,000	C	400,000	C
Deer Lake Park								
Deer Lake Trail Building And Boardwalk Renewal	200,000	C	200,000	C	200,000	C	200,000	C
Concession Renovation	100,000	C	-		-		-	
Deer Lake Park Subtotal	300,000	C	200,000	C	200,000	C	200,000	C
Burnaby Mountain Park								
Burnaby Mountain Park Trail Development & Reconstruction	200,000	C	200,000	C	200,000	C	200,000	C
North Face Drainage	700,000	C	-		-		-	
Burnaby Mountain Park Subtotal	900,000	C	200,000	C	200,000	C	200,000	C
Confederation Park	250,000	C	250,000	C	250,000	C	250,000	C

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Fraser Foreshore Park								
Washroom And Service Building, Design	750,000	C	650,000	C	-		-	
New Picnic Site	150,000	C	-		-		-	
Fraser Foreshore Park Subtotal	900,000	C	650,000	C	-		-	
Edmonds Park								
Redevelopment Phase 3	720,000	C	-		-		-	
Redevelopment Phase 4	700,000	C	-		-		-	
Edmonds Park Subtotal	1,420,000	C	-		-		-	
Minor Development	150,000	C	150,000	C	150,000	C	150,000	C
Trail System Development	100,000	C	100,000	C	100,000	C	100,000	C
Fencing & Support Structure Replacement	150,000	C	150,000	C	150,000	C	150,000	C
Tennis Court Renovations	185,000	C	185,000	C	185,000	C	185,000	C
Environmental Upgrades	100,000	C	100,000	C	100,000	C	100,000	C
Water Conservation Devices	100,000	G	100,000	G	100,000	G	100,000	G
Barrier Gates & Bleachers - Replacement	70,000	C	70,000	C	70,000	C	70,000	C
Family Shade Structures (Playgrounds/Spray Parks)	120,000	C	120,000	C	120,000	C	120,000	C
Picnic Tables & Benches - Replacement	100,000	C	100,000	C	100,000	C	100,000	C
Footbridges And Stairs - Park Trails	100,000	C	100,000	C	100,000	C	100,000	C
Minor Equipment Replacement	95,000	C	95,000	C	95,000	C	95,000	C
Accessibility Improvements	50,000	C	50,000	C	50,000	C	50,000	C
Neighbourhood Park Landscape Improvements	90,000	C	90,000	C	90,000	C	90,000	C
Sports Court Renovations	75,000	C	75,000	C	75,000	C	75,000	C
Burnaby Lake Sports Complex - North - Sports Field Development	500,000	C	1,500,000	C	1,500,000	C	5,000,000	C
Burnaby North School - Artificial Turf Field Replacement	1,550,000	C	-		-		-	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Still Creek Trail Connection At Works Yard	-		65,000	C	-		-	
Park Signage - Entry Signs	35,000	C	35,000	C	35,000	C	35,000	C
Graffiti Wrap Program	25,000	G	25,000	G	25,000	G	25,000	G
Bear Proof Garbage Containers	25,000	C	-		-		-	
Burnaby Lake Sports Complex West - Artificial Turf Field Replacement - Field 4	70,000	C	1,600,000	C	-		-	
Spray Parks & Wading Pools	400,000	C	400,000	C	400,000	C	-	
Park Facilities Total	11,575,000		8,125,000		5,810,000		8,960,000	
Recreation Facilities								
South Burnaby Arena - Feasibility Study, Design & Construction	16,500,000	B	21,541,500	B	3,000,000	B	-	
Burnaby Lake Rowing Pavilion - Repurpose Spectator Area	1,500,000	B	-		-		-	
Swangard Stadium								
Mobile Seating	75,000	C	75,000	C	-		-	
Stadium Improvements	75,000	C	75,000	C	-		-	
Swangard Stadium Subtotal	150,000	C	150,000	C	-		-	
CG Brown Pool - Feasibility Study, Design & Construction	30,000,000	B	30,000,000	B	-		-	
Sports Field/Outdoor Sport Equipment Replacement	90,000	C	90,000	C	90,000	C	-	
Burnaby Lake Sports Complex - East - Covered Sports Box	2,000,000	B	-		-		-	
Willingdon Heights Centre - New Centre Feasibility Study	500,000	B	-		-		-	
Cameron Recreation Centre - Replacement Facility	-		4,500,000	B	30,000,000	B	30,000,000	B

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
General Development								
Recreation Equipment	600,000	C	600,000	C	600,000	C	-	
Safety & Security Multiple Sites	50,000	C	50,000	C	50,000	C	-	
Food Services Equipment	10,000	C	10,000	C	-		-	
Administration Office - Office Renovation	150,000	C	-		-		-	
General Development Subtotal	810,000	C	660,000	C	650,000	C	-	
Recreation Facilities Total	51,550,000		56,941,500		33,740,000		30,000,000	
Cultural Facilities								
Burnaby Village Museum								
Burnaby Village Museum Exhibit And Building Upgrades	75,000	G	75,000	G	80,000	G	80,000	G
Burnaby Village Museum Christmas Equipment	35,000	C	35,000	C	35,000	C	35,000	C
Interior Fit Outs (Gift Shop)	35,000	C	35,000	C	35,000	C	35,000	C
Carousel Upgrades	-		-		25,000	C	-	
Burnaby Village Museum Subtotal	145,000	C G	145,000	C G	175,000	C G	150,000	C G
Shadbolt Centre								
Theatre Renovations, Enhancements & Technological Upgrades	850,000	C	670,000	C	50,000	C	50,000	C
Shadbolt Facility Upgrades	190,000	C	190,000	C	40,000	C	-	
Mathers House Program And Facility Upgrades	200,000	G	200,000	G	50,000	G	-	
Equipment Replacement Program	100,000	C	100,000	C	100,000	C	-	
Media Arts Lab Computer Replacement	-		-		40,000	C	-	
Studio 106 Upgrade	450,000	C	-		-		-	
Arts Council Drive/ Landscape	-		30,000	C	30,000	C	-	
Shadbolt Centre Subtotal	1,790,000	C G	1,190,000	C G	310,000	C G	50,000	C
Burnaby Art Gallery Fireside Room Interior Fit Out & Installation	30,000	C	30,000	C	30,000	C	-	
Cultural Facilities Total	1,965,000		1,365,000		515,000		200,000	

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Golf Facilities								
Kensington Park Pitch & Putt								
Kensington Pitch & Putt Design & Construction of Executive Course Phase II	350,000	C	-		-		-	
Kensington Pitch & Putt Pro Shop Renovations/Upgrades	100,000	C	50,000	C	50,000	C	-	
Kensington Pitch & Putt Equipment Storage Sheds	75,000	C	-		-		-	
Kensington Park Pitch & Putt Subtotal	525,000	C	50,000	C	50,000	C	-	
Burnaby Mountain Golf Course								
Paving, Tee & Trap Improvement, Signage, Landscaping	-		25,000	C	75,000	C	25,000	C
Fairway Drainage	-		-		75,000	C	50,000	C
Public Washrooms	-		-		25,000	C	-	
Driving Range Upgrades To Lighting, Entrance, Sidewalks, Etc.	50,000	C	-		75,000	C	75,000	C
Driving Range Fence Height Extension & End Fence Lines	100,000	C	-		-		-	
Security Cameras Replacement	-		-		30,000	C	-	
Minor Equipment Replacement	25,000	C	20,000	C	25,000	C	25,000	C
Burnaby Mountain Golf Redesign & Construction Of 2 Greens	40,000	C	55,000	C	-		-	
Driving Range Lighting Upgrade	100,000	C	-		-		-	
Putting Course - New 18 Hole Course	-		200,000	C	-		-	
Eagle Creek Restaurant - Back Up Generator	-		200,000	C	-		-	
Drought Preparation Fairways	30,000	C	-		-		-	
Administration Office Development - Burnaby Mountain	25,000	C	-		-		-	
Burnaby Mountain Golf Irrigation Head Replacement	100,000	C	-		-		-	
Burnaby Mountain Golf Fixture Replacement	25,000	C	-		-		-	
Burnaby Mountain Golf Driving Range Token Machine Replacement	20,000	C	50,000	C	-		-	
Landscape Improvements To Prevent Golf Balls In Traffic	20,000	C	-		-		-	
Maintenance Building Renovations/Upgrades	20,000	C	-		-		350,000	C
Cart Storage Upgrades/Expansion	-		200,000	C	-		-	
Water Conservation Projects	-		100,000	C	-		-	
Greens Reconstruction	-		50,000	C	-		50,000	C

Capital Expenditures

	2019 Plan (\$)	Fund	2020 Plan (\$)	Fund	2021 Plan (\$)	Fund	2022 Plan (\$)	Fund
Drainage Improvements - Rough	-		50,000	C	75,000	C	-	
Entry Sign Improvements	-		10,000	C	-		-	
Building Upgrades - Golf Shop	-		-		75,000	C	-	
Burnaby Mountain Golf Course Subtotal	555,000	C	960,000	C	455,000	C	575,000	C
Riverway Golf Course								
Riverway Golf Course Driving Range Upgrade	30,000	C	25,000	C	-		-	
Drainage/Irrigation Upgrades	50,000	C	50,000	C	50,000	C	50,000	C
Driving Range Fence Height Extension & End Fence Lines	50,000	C	-		-		-	
Building Improvements - Entry, Doors, Lighting, Tile, Etc.	50,000	C	-		100,000	C	-	
Public Washrooms - On Course	-		20,000	C	-		-	
Washroom Fixture Upgrades	-		-		25,000	C	-	
Drainage & Irrigation Upgrades	50,000	C	100,000	C	50,000	C	50,000	C
Drought Preparation Fairways	20,000	C	-		-		-	
Landscape Improvements	-		-		-		35,000	C
Maintenance Building Renovations/Upgrades	20,000	C	-		300,000	C	-	
Cart Storage Upgrades/Expansion	150,000	C	-		-		-	
Redesign & Construction of 2 Greens	120,000	C	55,000	C	-		75,000	C
Riverway Golf Irrigation Head Replacement	100,000	C	-		25,000	C	-	
Landscape Improvements	50,000	C	100,000	C	50,000	C	-	
Riverway Golf Fixture Replacement	25,000	C	-		-		-	
Administration Area Upgrades - Riverway	25,000	C	-		-		-	
Entry Sign Improvements	10,000	C	-		-		-	
Restaurant - Dining Room & Kitchen Upgrades	-		550,000	C	-		-	
Driving Range - Lighting Upgrades	-		100,000	C	-		-	
Driving Range - New 60 Stall Building	-		-		2,000,000	C	2,000,000	C
Riverway Golf Course Subtotal	750,000	C	1,000,000	C	2,600,000	C	2,210,000	C
Central Park Pitch & Putt								
Washroom Replacement	100,000	C	-		-		-	
Golf Shop Renovations/Upgrades	75,000	C	-		-		-	
Central Park Pitch & Putt New Tee Box Construction	50,000	C	40,000	C	50,000	C	100,000	C
Central Park Pitch & Putt Subtotal	225,000	C	40,000	C	50,000	C	100,000	C
Golf Facilities Total	2,055,000		2,050,000		3,155,000		2,885,000	
Capital Expenditures Total	72,825,000		73,181,500		48,855,000		46,600,000	

Funding Sources

	2019 Plan (\$)	2020 Plan (\$)	2021 Plan (\$)	2022 Plan (\$)
Capital Works Financing Reserve Fund	16,555,000	12,270,000	10,195,000	12,070,000
Development Cost Charges Reserve Fund	3,000,000	3,000,000	3,000,000	3,000,000
Vehicle & Equipment Replacement Reserves	2,370,000	1,470,000	2,405,000	1,325,000
Gaming Reserve	400,000	400,000	255,000	205,000
Community Benefit Reserve	50,500,000	56,041,500	33,000,000	30,000,000
Funding Sources Total	72,825,000	73,181,500	48,855,000	46,600,000

APPROPRIATION A legal authorization to incur obligations and to make expenditures for specific purposes.

ASSETS Resources owned or held by the City that have monetary value.

BUDGET A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUSINESS IMPROVEMENT AREA (BIA) A specific area within which businesses pay fees to fund improvements in commercial business potential.

CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) Union representing the City's unionized staff.

CAPITAL ASSETS Assets of long-term characters that are intended to be held or used, such as land, buildings, machinery, furniture, and other equipment. These assets have a significant value and a useful life of more than one year. Capital assets are also called fixed assets.

CAPITAL BUDGET The appropriation of internal and external contributions for improvements and additions to facilities, infrastructure, and parks.

CAPITAL PROJECT Major construction, acquisition, or renovation activities which add value to the City's physical assets or significantly increase their useful life. Capital projects are also called capital improvements.

CAPITAL RESERVE An account used to segregate a portion of the City's equity to be used for future capital program expenditures.

COMMUNITY BENEFIT BONUS POLICY A policy that provides the City with important community benefits, which contribute to the quality of life and general livability of our city.

COMMUNITY ENERGY & EMISSIONS PLAN (CEEP) A document for providing long-term direction and short-term actionable strategies for reducing energy and emissions in a community.

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

DEPARTMENT The basic organizational unit of the City, which is functionally unique in its delivery of services.

DEPRECIATION Expiration in the service life of capital assets attributable to wear and tear, deterioration, exposure to elements, inadequacy, or obsolescence.

DEVELOPMENT COST CHARGES (DCC) Fees and charges contributed by developers to support development and growth in the City.

EXPENDITURE Costs incurred (whether paid or unpaid) for the purpose of acquiring an asset, service or settling a loss.

FISCAL YEAR A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

FUNDS A fiscal entity with segregated revenues and expenditures, and a specific purpose or activity.

GOALS A general, timeless statement of broad direction, purpose, or intent (also see Objective).

GRANTS A contribution by a City or other organization to support a particular function, or endeavour. Grants can be either operational or capital.

INCREMENTAL Relating to an increase or addition.

INFRASTRUCTURE Large-scale, physical assets required for the operation of a society (eg. streets, water, sewer, public buildings, and parks).

LEVY To impose taxes to fund City services.

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame (also see Goal).

OFFICIAL COMMUNITY PLAN (OCP) A plan that provides long-term vision for the community.

OPERATING EXPENDITURES The cost of personnel, materials and equipment associated with the City's day-to-day operation.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

PUBLIC SECTOR ACCOUNTING BOARD (PSAB) Sets accounting standards for the public sector. PSAB serves the public interest by setting standards and guidance with respect to the reporting of financial and other information.

REVENUE Sources of income used by the City to finance its operations.

SUSTAINABILITY Meeting the needs of the present generation in terms of socio-cultural systems, the economy and the environment while promoting a high quality of life but without compromising the ability of future generations to meet their own needs.

TAX LEVY The total amount to be raised through general property taxes.

TAXES Compulsory charges levied by the City for the purpose of financing services performed for the common benefit of its citizens.

RESERVE FUNDS & RESERVES

Reserve Funds (Statutory):

Capital Works, Machinery & Equipment Reserve

Comprised of Corporate and Tax Sale Land Reserve and the Capital Works Financing Fund.

Corporate and Tax Sale Land Reserve

This reserve is used for the purchase of property to complete and service City subdivisions and for the acquisition and development of lands which may be needed for City purposes. All net proceeds from the sale of City land and improvements, other than parkland, are deposited to the Corporate and Tax Sale Land Reserve.

The Tax Sale Land Reserve earns interest applicable to the annual yield on the City's consolidated investment portfolio. Disbursements from the Corporate and Tax Sale Land Reserve, including interest thereon, shall be adopted through bylaw with approval of 2/3 of full Council. Funding is obtained from the sale of municipal property, the repayment of funds borrowed from this reserve and investment income.

Capital Works Financing Fund

This fund is used for the City's capital program, not specifically funded from another designated reserve. Disbursements from the fund are repayable through annual contributions from the General Revenue Fund derived from depreciation charges and one-time contributions for a specific purpose. The fund earns interest applicable to the annual yield on the City's consolidated investment portfolio. All expenditures from this fund flow through the capital budget process and require a bylaw with approval of 2/3 of full Council.

Development Cost Charges Reserves

Development cost charges reserves are used to finance specific capital works from levies on development in the surrounding area.

The City has five Development Cost Charges Reserves:

- Parkland Acquisition
- Metrotown Public Open Space Levy
- Metrotown Grade – Separated Pedestrian Linkages Levy
- Edmonds Town Centre South Grade-Separated
- Crossings Way

These are Statutory reserves. Funding from these reserves requires 2/3 of full Council approval through bylaw.

Local Improvement Fund

The Local Improvement Fund is maintained through the provision of Local Area Service Taxes imposed on property owners who have benefited from local improvement works undertaken by the City. The levy imposed for each property is based on the taxable frontage of land that abuts each development. The fund earns investment income interest. Levy repayment terms and interest rates are based on the type of improvement works undertaken. Property owners have the option of paying off their entire commitment in the first year of billing, and if done so by the due date for taxes, will incur no interest.

This is a statutory fund. Funding from this fund requires 2/3 of full Council approval through bylaw. Replenishment of the fund is undertaken through a Burnaby Local Service Tax Bylaw, set for newly completed projects.

Equipment & Vehicle Replacement Reserves

These reserves are designated for the replacement of vehicles and equipment. The main source of funding for these reserves is interest earned on the fund and depreciation contributions from the General Revenue Fund. These reserves are statutory. Each asset to be replaced is specifically identified during the budget process and itemized for replacement. Budgeted expenditures are approved by the passing of the Annual Plan Bylaw and authorization approval by the appropriate level of authority.

Off-Street Parking

These statutory reserves are designated to assist the municipality in funding the acquisition and development of public parking facilities within the Hastings Street commercial and Metrotown area.

Reserves (Non-Statutory):

Capital Reserves:

Community Benefit Funds

Community Benefit Funds are established for cash-in lieu deposits allocated for the provision of amenities that benefit the community.

The community benefit is a system of exchange where the developer is allowed to increase density in return for provision of an amenity. Cash-in-lieu for the development of an amenity is collected when it is impractical to provide the amenity at the time of development.

Since adoption, the Community Benefit Bonus Program has proven very successful. In 2010, Council advanced an amendment to the Burnaby Zoning Bylaw to provide for a Supplementary Community Benefit Bonus Policy. The overall objective is to allow for the accommodation of increased residential density in the four town centres consistent with the goals of the City's Official Community Plan and other strategies such as the Economic Development Strategy. The fund earns interest applicable to the annual yield on the City's consolidated investment portfolio.

Gas Tax Fund

Federal government grant funding is provided annually based on specified criteria for infrastructure type projects. Council approves the utilization of these funds based on recommendations by the Financial Management Committee of Council.

Gaming Fund

This fund is designated for environmental, heritage, arts and cultural, safety and security projects. Funding for the reserve is provided by the Provincial government based on a 10% share of the net proceeds of gaming from the casino facility located within the municipality, and Council approval is required for capital expenditures from these funds.

Utility Funds

The Waterworks Utility and the Sanitary Sewer Capital funds are self-sustaining. These funds are designated for the purchase and replacement of water and sewer infrastructure respectively. The main sources of funding for these funds are depreciation contributions from their respective Utility Operating budgets and interest earned on each of the respective capital funds.

Appropriations to and expenditures from these funds are controlled by the budget process and Council approval is required for capital expenditures from these funds.

Other Minor Capital Reserves

The following are minor capital reserves set aside for a specific purposes:

- » Capital Contingency
- » Barnet Marine Park Overpass
- » Deer Lake Centre Tenant Improvements

OPERATING RESERVES

Unappropriated Operating Surplus:

General Revenue (City):

This reserve represents the accumulation of general operating revenues in excess of expenditures and transfers over the years. It is the retained operating income of the municipality which has not been allocated for a specific purpose. As such, it is used as working capital for the following purposes:

- To finance general revenue fund operating expenditures pending receipt of property taxes and government grants.
- To finance inventory and accounts receivable.
- To finance one-time expenditures as approved by Council.

General Revenue (Library):

This reserve represents the accumulation of general operating revenues in excess of expenditures and transfers over the years for the Burnaby Public Library (BPL). It is the retained operating income of the BPL which has not been allocated for a specific purpose.

Waterworks Utility Operating Fund:

This fund represents the accumulation of waterworks utility revenues in excess of expenditures and transfers over the years. It is maintained for the following reasons:

- To maintain a reserve for unforeseen changes in revenues and expenditures.
- To absorb and moderate unanticipated large rate increases.
- To maintain adequate working capital.
- To assist in financing capital infrastructure and equipment requirements.

Sanitary Sewer Operating Fund:

This fund represents the accumulation of sanitary sewer revenues in excess of expenditures and transfers over the years. It is maintained for the following reasons:

- To maintain a reserve for unforeseen changes in revenues and expenditures.
- To absorb and moderate unanticipated large rate increases.
- To maintain adequate working capital.
- To assist in financing capital infrastructure and equipment requirements.

Other Operating Reserves:***Stabilization:***

The purpose of this operating reserve is to temporarily offset extraordinary and/or unforeseen expenditure requirements or revenue shortfalls in order to minimize fluctuations on the general tax levy and to manage cash flows. The temporary use of this reserve include but is not limited to:

- A permanent loss in base revenue or an increase in a non-controllable base expenditure.
- An extraordinary increase in Burnaby property assessments or increase in property tax levies.
- A large refund in property taxes arising from an assessment appeal.
- An unforeseen variance in revenues and expenditures resulting in a significant increase in Tax Draw.

Operating Gaming Reserve

The purpose of this operating reserve is to fund one-time operating expenditures, as approved by Council, that serve to protect or improve Burnaby's environment, including beautification, heritage, public safety, international relations, or arts and culture.

Snow Removal Stabilization Reserve

The purpose of this operating reserve is to stabilize the provision for the cost of snow removal in the annual operating budget and to act as a contingency reserve to ensure that funds are available for snow removal during periods of heavy snowfall.

Other Minor General Revenue Operating Reserves:

There are other minor reserves created in order to set aside funds for specific purposes.





Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: PROPERTY TAX SYSTEM REPLACEMENT PROJECT

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,568,000 to finance the Property Tax System Replacement Project, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 15, received and adopted the attached report seeking a Capital Reserve Fund Bylaw to finance the Property Tax System Replacement Project.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Chief Information Officer Director Finance Director Engineering Director Planning & Building City Solicitor
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Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 February 02

FROM: CHIEF INFORMATION OFFICER

FILE: 1910-01

SUBJECT: PROPERTY TAX SYSTEM REPLACEMENT PROJECT

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the Property Tax System Replacement Project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,568,000 to finance the Property Tax System Replacement Project as outlined in this report.

REPORT**1.0 INTRODUCTION**

The Finance Department has been using the current Property Tax System since 1989 for processing Property Taxes, Utilities, Metered Water, False Alarm, Residential Garbage Toter, Local Improvement and Business Improvement billing. This system has been substantially modified over the years, but now resides on an outdated platform which can no longer be updated. As a result, the City has experienced several system issues when attempting to perform routine maintenance, often resulting in the loss of service.

2.0 POLICY SECTION

The Property Tax System Replacement Project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

Connected Community

- Digital connection

Thriving Organization:

- Financial viability
- Reliable services, technology and information
- Technology and innovation

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: Property Tax System Replacement Project
 2018 February 14.....Page 2

3.0 PROPERTY TAX SYSTEM REPLACEMENT PROJECT

There are four key drivers for the replacement of the Property Tax System:

- **Business criticality:** It is essential that the City's Property Tax system is stable and operates effectively; to ensure that no critical system issue arises which would prevent issuance of the tax statement and collection of payments within legislated timelines.
- **Customer service:** Enhanced information and payment processing capabilities on the front counter in the Tax Office would help improve processing time and allow for customers to spend less time in City Hall. A replacement system would also support future online payment of taxes.
- **System flexibility to address regulatory and cross-jurisdictional changes:** City systems are often required to adapt to changes from other government agencies – e.g., new provincial reporting requirements, changes to the BCAA file format, or future tax rate and service changes. Due to physical technical constraints, the current system is unable to accommodate changes that require structural updates to the application.
- **Sustainment:** The current Property Tax System was developed in-house and, while it has been appropriately maintained over its lifetime, modern commercial software vendors provide regular upgrades and ongoing product evolution as part of the annual support and maintenance contract.

It is also expected that the new Property Tax System will provide additional benefits to other City departments, including integration of property tax information with GIS and the ability for the Planning & Building Department to leverage the Property Tax System's internal property database and land management functions.

The project was initiated in 2017 and \$615,000 of the funding was previously approved by Council. Staff conducted a market search for a suitable software solution and issued a Request for Proposal at the end of 2017. Subject to final confirmation of the selected software solution, the total project cost is estimated to be \$3,183,000. This report is requesting the remaining funding of \$2,568,000 which is planned to be consumed as follows: 2018 – \$2,500,000 and 2019 – \$68,000. A further report outlining the recommended solution, with a contract award to the successful vendor, will be brought forward to the Financial Management Committee on March 14, 2018.

These capital expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

The operating expenditures, including licence and on-going maintenance are estimated to be \$380,000 annually beginning in 2019. This includes provision for annual support and maintenance to the vendor, plus one applications support staff in IT. The operating budget for 2019 onwards will be adjusted during the annual budget process to include these operating costs.

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: Property Tax System Replacement Project
2018 February 14.....Page 3

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,568,000 to finance the Property Tax System Replacement Project as outlined in this report.



Shari Wallace
CHIEF INFORMATION OFFICER

SW:JK /mlm

Copied to: City Manager
Director Finance
Director Engineering
Director Planning and Building



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: BURNABY FESTIVAL OF LEARNING

RECOMMENDATIONS:

1. THAT Council receive this report for information.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 15, received and adopted the attached report seeking Committee approval to use the Operating Gaming Reserve to support marketing and programming costs for the 2018 Burnaby Festival of Learning from May 5 to 12.

The Committee approved the use of \$50,000 from the Gaming Interest Reserve, and further recommended that this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Parks, Rec. & Cult. Services Chief Librarian Director Finance
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Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 17

FROM: CITY OF BURNABY MEMBERS OF THE
BURNABY FESTIVAL OF LEARNING
STEERING COMMITTEE

FILE: 66000-20

SUBJECT: BURNABY FESTIVAL OF LEARNING

PURPOSE: To request the use of Operating Gaming Reserve to support the 2018 Burnaby Festival of Learning.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee authorize the use of \$50,000 from the Operating Gaming Reserve to support marketing and programming costs for the 2018 Burnaby Festival of Learning from May 05 to 12.
2. **THAT** a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

REPORT**1.0 BACKGROUND**

The Burnaby Festival of Learning is a week-long celebration of learning with events designed to inform, engage and spark creative conversations between diverse audiences. All events are free.

The 2016 and 2017 Festivals offered strong programs celebrating learning and community engagement in Burnaby and strengthened the partnership between SFU and the City of Burnaby. The Festival has completed two successful years by presenting a diverse and interesting program of learning opportunities for Burnaby residents of all ages. Over 10,000 people attended 72 events at the 2017 festival. In both years, the Burnaby Festival of Learning took place in the first week of May and was anchored by two large established events:

- The Rhododendron Festival (City of Burnaby);
- Science Rendezvous (SFU).

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: BURNABY FESTIVAL OF LEARNING
 2018 Feb 14 Page 2

A third large event, SD41 Day at SFU, offered secondary school students a full day of lectures and demonstrations to engage their interest in higher learning. Over 39 events were offered on this day.

The full program of events included a combination of pre-existing and newly created events with overall branding and promotion provided by the Festival.

Shadbolt Centre for the Arts, the Burnaby Art Gallery, Burnaby Public Library and the Burnaby Village Museum offered their own programs and hosted SFU programs. In total, City of Burnaby facilities hosted roughly three quarters of the events. Topics included visual arts, science, literature, history, and technology.

2.0 PROJECT DESCRIPTION

In 2018, the Steering Committee is reaching out to institutions and community groups such as the BC Institute of Technology and Burnaby Neighbourhood House to further diversify and expand program offerings and host sites with the intent of reaching an even broader audience.

The Festival will once again leverage the knowledge and skills of the founding partners – the City of Burnaby and Simon Fraser University – and those of any new partners to offer a wide range of quality learning opportunities that will appeal to our diverse community.

The Festival will take place from May 05 to 12.

3.0 BUDGET

Simon Fraser University is committing \$100,000 that would support a full-time Project Manager, a part-time seasonal Project Assistant, and steering committee and administrative expenses.

The City of Burnaby's \$50,000 from the Operating Gaming Reserve would be allocated roughly as follows:

- \$25,000 for marketing and promotion;
- \$15,000 for programming and logistical costs (with the intent of continuing to keep events free to participants);
- \$10,000 to host stand-alone opening and closing receptions that could include keynote speakers.

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: BURNABY FESTIVAL OF LEARNING
 2018 Feb 14 Page 3

4.0 CONCLUSION

The Burnaby Festival of Learning provides unique opportunities for Burnaby citizens to celebrate learning and to inform, engage and spark conversations between diverse audiences. It is also a valuable partnership with Simon Fraser University, the Burnaby School District and other community partners. The \$50,000 from the Operating Gaming Reserve will allow the Festival to expand and diversify its offerings and reach more Burnaby residents.

It is further recommended that a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION
 & CULTURAL SERVICES



Deb Thomas,
 DEPUTY CHIEF LIBRARIAN
 BURNABY PUBLIC LIBRARY
 CO-CHAIR, FESTIVAL OF LEARNING
 STEERING COMMITTEE

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Copied to: Director Finance



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: CONTRACT AWARD
SOUTH BURNABY ICE ARENA**

RECOMMENDATION:

1. THAT Council award a contract in the amount of \$2,930,873 including GST of \$139,565 to the consulting firm of HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena project.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 15, received and adopted the attached report seeking Council's approval to enter into a consulting agreement with HCMA Architecture + Design for the detailed design and contract administration of the South Burnaby Ice Arena.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Planning & Building Director Engineering Director Parks, Rec. & Cult. Services Director Corporate Services Director Finance Fire Chief Chief Building Inspector Purchasing Manager Assistant Director - Recreation
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Meeting 2018 Feb. 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 FEBRUARY 13

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

FILE: 4230-08

**SUBJECT: CONTRACT AWARD
SOUTH BURNABY ICE ARENA**

PURPOSE: To obtain approval to enter into a consulting agreement with HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council award a contract in the amount of \$2,930,873 including GST of \$139,565 to the consulting firm of HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena project.

REPORT**1.0 BACKGROUND**

Arising from a needs assessment undertaken by the Parks, Recreation and Cultural Services Department, it was determined that additional rink capacity beyond the existing three (3) City-owned facilities was required to serve the current and future needs of Burnaby residents, teams and clubs.

The South Burnaby Ice Arena project is aligned with the City's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan:

- A Safe Community
 - Community Amenity Safety
- A Healthy Community
 - Healthy Life
- A Dynamic Community
 - City facilities and infrastructure
- A Thriving Organization
 - Financial viability

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: South Burnaby Ice Arena
 2018 February 13..... Page 2

Following a review of City-owned land that could accommodate two ice surfaces, the properties located at 18th Street and 10th Avenue were selected. It was determined this site would be the most suitable as it would not impact existing or proposed park facilities, is of a suitable size, and is accessible to the community by walking, cycling, driving and transit. In order to determine the requirements, costs and challenges of the proposed development the City undertook a feasibility study in 2017. The details of the feasibility study were presented to the Council in 2017 June and subsequently displayed to the public in 2017 September at the Open House meeting conducted at Edmonds Community Centre. With positive feedback from the public meeting and approval of the project budget presented in a report to the Financial Management Committee in 2017 October, staff issued a Request for Proposal (RFP) from qualified design firms.

On 2017 December 20, the City's Purchasing Manager received proposals from eight (8) design firms interested in providing design and contract administration services to the City. The proposals were evaluated based on the requirements outlined in the Terms of Reference in the Request for Proposals. At the completion of the review by the Major Civic Building Project Coordination Committee, two (2) firms were short-listed for further consideration. Interviews were conducted by the Major Civic Building Project Coordination Committee with the short-listed firms.

Based on the outcome of the interviews, the proposals submitted and the overall strength of the consulting team, the Committee determined that HCMA Architecture + Design was the best qualified to undertake the detailed design and contract administration of the South Burnaby Ice Arena project.

2.0 RECOMMENDED FIRM

HCMA Architecture is a Vancouver-based design consulting firm that has over forty (40) years of experience in challenging public infrastructure projects. The consultant team assembled by HCMA for this project have had significant experience in the design of ice rinks and other municipal facilities. HCMA Architecture has recently completed the Hillcrest Center in Vancouver, major renovation to the North Delta Recreation Centre and is currently working on the new North Surrey Ice Arena.

Combining sound technical ability and a commitment to enhancing the profile of this project City Staff are confident that the team led by HCMA will have the capacity to address the challenges presented by this project and deliver a design for the South Burnaby Ice Arena that will be an inviting, dynamic and durable new asset for the City.

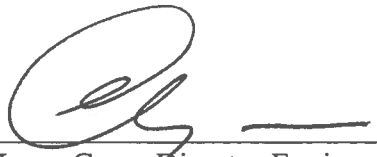
To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: South Burnaby Ice Arena
 2018 February 13..... Page 3

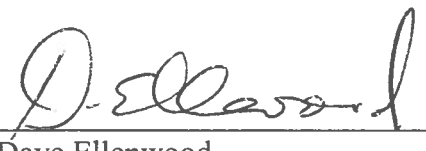
3.0 CONCLUSION

Based on the proposals received, interviews and staff's overall assessment, it is requested that the Financial Management Committee recommend Council award a contract in the amount of \$2,930,873 including GST of \$139,565 to the consulting firm of HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena project. Sufficient funding from Density Bonus funds to cover this expenditure are in place.

Subject to receiving Council's approval on the recommendation, staff will prepare the Client/Architect Agreement for execution to engage HCMA Architecture + Design.


 Lou Pelletier, Chair, Major Civic Building Project
 Coordination Committee


 Leon Gous, Director Engineering


 Dave Ellenwood
 Director Parks, Recreation and Cultural Services

RP/JC:ap:jw

Q:\Project Management\South Burnaby Arena\Report\Committee\South Burnaby Ice Arena (2018.02.14).doc

cc: City Manager
 Director Corporate Services
 Director Finance
 Fire Chief
 Chief Building Inspector
 Purchasing Manager
 Assistant Director - Recreation



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
BYLAW FUNDING REQUEST - INFRASTRUCTURE**

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance Engineering capital infrastructure projects, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 15, received and adopted the attached report seeking funding for the 2018 Engineering capital infrastructure projects: Watermain Replacement & Road Rehab; Beta Pump Station Upgrade; Combined Sewer Separation Program (Gilmore); Stoney Creek/Storm Service Replacements; Metro Vancouver Douglas Road Main, Kingsgate Pump Station; North Burnaby Watermains and Road Rehab; Metro Vancouver Central Park Main; Lougheed Highway Upgrade (Boundary to Gilmore); Rumble Street Upgrade Project; Pressure Reducing Valve Station Replacement; Burnaby Lake Rowing Pavilion Sewer Line Replacement; and Environment Monitoring.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Engineering Director Finance City Solicitor Deputy Director Engineering Manager – Public Works Operations Assistant Dir. Eng., Infrastructure and Development
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Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 February 08

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST - INFRASTRUCTURE

PURPOSE: To request funding to finance the 2018 Engineering capital infrastructure projects as outlined in this report.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance Engineering capital infrastructure projects as outlined in this report.

REPORT**INTRODUCTION**

In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

1.0 INFRASTRUCTURE**POLICY SECTION**

The following infrastructure projects are aligned with the City of Burnaby's Corporate Strategic Plan, typically by supporting the following goals and sub-goals of the Plan.

- A Connected Community – these projects have a geographic connection in ensuring that people can move easily through all areas of Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meeting the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

1.1 *Watermain Replacement & Road Rehab****estimated \$5,162,600***

These projects include replacement of existing aged watermains and rehabilitation of associated roadways in the South Slopes, Clinton-Glenwood and Willingdon Heights neighbourhood areas. It is anticipated that these projects will include design, tender and construction of both watermains and roadworks, and IT ducts where required.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 2

Area 1 - South Slopes – Keith Street, MacPherson Avenue and Buller Avenue, Eleanor Street and Marine Drive.

Area 2 - Clinton-Glenwood Area - including Beresford Street, Prenter Street, Irmin Street, Kenneth Avenue and Daisy Avenue.

Area 3 - Willingdon Heights - including Carleton Avenue, Madison Avenue, Kitchener Street, William Street, Eton Street, Brentlawn Drive and Ingleton Avenue.

Planned expenditures are as follows:

Project Mask	2018
EJA.3008 Water	3,921,600
EMC.3008	785,000
AEC.3008	456,000
Total	\$5,162,600

1.2 Beta Pump Station Upgrade EKA.3057 estimated \$1,169,500

Upgrades to the existing Beta Pump Station facility are required to accommodate anticipated increases in peak sanitary flows resulting from growth and re-development within the (southern) Brentwood Town Centre area. Construction began in 2017 with council approved funding of \$3,200,500 and will be completed in 2018.

1.3 Combined Sewer Separation Program (Gilmore) estimated \$1,307,100

This sewer separation project is part of the City's ongoing infrastructure renewal program involving separation of combined sewer as required under the Integrated Liquid Waste Management Plan (ILWMP). Sewer separation minimizes volumes of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use and reduced environmental impact.

This project includes separation of combined sewers, including general arrangement and sizing of sanitary and storm sewers, replacement of aged watermains and road rehabilitation in the following four areas:

Area 1 - Lanes north of Trinity Street & Yale Street from Ingleton Avenue to Gilmore Avenue.

Area 2 - Lanes north of Oxford Street & Cambridge St, from Esmond Avenue to Gilmore Avenue.

Area 3 - Lanes north of Union Street, Georgia Street & Francis Street; from MacDonald to Carleton Avenue.

Area 4 - 17th Avenue from Canada Way to 6th Street.

A total of 2.3km of combined sewer main will be separated (replaced).

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 3

To optimize the combined sewer separation program, this project also includes replacement of aged watermain alongside the affected sewers, where applicable. A total of 2.2km of watermain replacement is anticipated.

Planned expenditures are as follows:

Project Mask	2018
EKA.3014 Sewer	700,000
EMC.3014	285,300
EJA.3014 Water	283,500
AEC.3014	38,300
Total	\$1,307,100

1.4 Stoney Creek/ Storm Service Replacements ELD.0012 estimated \$350,000

Resolve contract disputes on Stoney Creek project as a result of an incident in 2015. Engineering has engaged in the MMCD contract dispute resolution process for this project to settle claims due to unforeseen conditions during construction.

1.5 MetroVancouver Douglas Road Main Project #2 Coordination Project estimated \$730,000

This project consists of utility upgrades and road rehabilitation in conjunction with a Metro Vancouver capital works program associated with their Douglas Road Main (DRM2) replacement project. There are two areas that are anticipated in this project.

M1: Still Creek Area - Beginning at Delta Avenue at Lougheed Highway, project runs south along Royal Oak Avenue alignment, under the Trans Canada Highway to and along Kincaid Street.

M4: Burnaby Heights area - Beginning at McGill Street at Ingleton Avenue heading east through to Rosser Avenue. South on Rosser Avenue to Albert Street and then east to Alpha Avenue.

Planned expenditures are as follows:

Project Mask	2018	2019	Total
EMC.3137	215,000	215,000	430,000
EKA.3137 Sewer	150,000	150,000	300,000
Total	\$365,000	\$365,000	\$730,000

1.6 Kingsgate Pump Station EJA.3003 estimated \$317,800

Investigate, design and make repairs or upgrades to existing water pump station components. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 4

1.7 North Burnaby Watermains and Road Rehab

estimated \$550,000

This is a watermain replacement and roads rehabilitation package involves replacement of existing watermain and services, complete with pavement rehabilitation on local/collector streets in various locations of north Burnaby. This project will be designed by an engineering consultant(s) and constructed through a tendered contract. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EJA.3147 Water	275,000	275,000	550,000
Total	\$275,000	\$275,000	\$550,000

1.8 MetroVancouver Central Park Main Project #2 Coordination Project

estimated \$550,000

This project consists of utility upgrades and road rehabilitation designated for coordination with Metro Vancouver capital works program associated with their Central Park Main (CPM2) replacement project.

There are two areas that are anticipated in this project.

Area 1:

Street	From	To	Scope of Work & Details
Salisbury Avenue	Elwell Street	Edmonds Street	Watermain replacement
18 th Street	Edmonds Street	10 th Avenue	Watermain, new & upsized

Area 2:

Street	From	To	Scope of Work & Details
Willingdon/Hurst/Dow Avenues	Willingdon Avenue	Imperial Street	Watermain replacement
Maywood Street	Patterson Avenue	Willingdon Avenue	Watermain replacement
Imperial Street	Sussex Avenue	Royal Oak Avenue	Watermain replacement
Maywood Street	Willingdon Avenue	Sussex/Dow Avenues	Future 300mm DI (optional)
Imperial Street	Randolph Avenue	Brantford Avenue	Watermain replacement
Imperial and Elwell Streets	Sperling Avenue	Hall Avenue	Watermain replacements

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 5

Planned expenditures are as follows:

Project Mask	2018	2019	2020	Total
EJA.3138 Water	175,000	175,000	-	350,000
EKA.3138 Sewer	50,000	-	50,000	100,000
EMC.3138	50,000	50,000	-	100,000
Total	\$275,000	\$225,000	\$50,000	\$550,000

**1.9 Loughed Highway Upgrade
 Boundary Road to Gilmore Avenue**

estimated \$162,900

This project includes a coordinated program of road upgrades and twinned watermain along Loughed Highway, Boundary Road to Gilmore Avenue, and a watermain replacement and related road rehabilitation on Boundary Road, Loughed Highway to Myrtle Street. Planned expenditures are as follows:

Project Mask	2018	2019	2020	Total
EMC.3038	62,900	-	100,000	162,900
Total	\$62,900	-	\$100,000	\$162,900

1.10 Rumble Street Upgrade Project – Phase 1, 2 of 3

estimated \$108,000

Complete project closeout, resolve deficiencies and complete plantings for Rumble Street phases 1 and 2. Planned expenditures are as follows:

Project Mask	2018
ERA.0049	66,500
EKA.0014 Sewer	41,500
Total	\$108,000

1.11 Pressure Reducing Valve (PRV) Station Replacement

estimated \$100,000

Investigate, design and construct a replacement for the existing Price PRV, as part of the City's ongoing infrastructure renewal program. Manage capital expenditure for City forces based upgrades to other PRV's, as required. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EJA.3149 Water	50,000	50,000	100,000
Total	\$50,000	\$50,000	\$100,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 6

**1.12 Burnaby Lake Rowing Pavilion
 Sewer Line Replacement ENX.3059**

estimated \$20,000

This is completion of the construction phase of the Facility Sewer Line replacement project. Portions of the existing Sewer Forcemain servicing the Rowing Pavilion have failed and have been temporarily repaired and require flushing. Replacement of complete sanitary sewer forcemain is necessary to ensure no environmental damage to Burnaby Lake is caused due to aging infrastructure. Burnaby Lake Rowing Pavilion is a multi-use facility replacement of sanitary sewer lines will allow facility to operate at full capacity. Planned expenditures are anticipated to be in 2018.

1.13 Environmental Monitoring

ELA.3135

estimated \$10,000

Fulfill environmental monitoring requirements as stipulated by the BC Ministry of Forests, Lands, and Natural Resource Operations for capital projects that require environmental compensation. Planned expenditures are anticipated to be in 2018.

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds, Water Works Reserves, and Sanitary Sewer Reserves are available to finance the capital projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance the Engineering capital infrastructure projects as outlined in this report.



Leon A. Gous, P.Eng., MBA
 DIRECTOR ENGINEERING

FV/ac

Attachments

Copied to: City Manager
 Director Finance
 Deputy Director, Engineering
 Manager, Public Works
 Assistant Director, Infrastructure and Development



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: RCMP 2018 CAPITAL PROJECTS JANUARY FUNDING REQUEST

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,200,000 to finance the projects, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 14, received and adopted the attached report seeking a Capital Reserve Fund Bylaw to finance the capital projects identified in this report (Operational Communication Centre Space Renovation; Equipment Room Improvements; SW Community Police Office Workstation Replacement; Community Programs Office Reconfiguration; and Exhibits Garage Heat Pump System).

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Public Safety & Community Services Director Finance City Solicitor
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Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 10

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 4220-03

SUBJECT: RCMP 2018 CAPITAL PROJECTS JANUARY FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the capital projects identified in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,200,000 to finance the projects as outlined in this report.

REPORT**Operational Communication Centre Space Renovation (ACX.0016) \$950,000 (Estimated)**

The City owned Police building located at 6355 Deer Lake Avenue was built in 1966. An additional administration wing, secured parking, and a prisoner transfer area were added to the original structure in the early 1980's. Currently, the building is fully occupied 24/7 by the RCMP Burnaby Detachment with the City's Emergency Operations Centre co-located in the former Court rooms. Annual operating, maintenance, and capital replacement programs have been put in place to meet operational requirements and to optimize the building's service life.

In 2013 the City transferred the police emergency dispatch service to E-COMM, the former dispatch space will now be converted into offices for supervisory staff. The Records-Main area will require a change in the filing location to accommodate the new and more efficient mobile shelving units. The Records-Mail area will be converted to a new location for the Watch Commander, Watch Clerks, and Operations Officer. The switchboard desk will be relocated to the front counter area, and the traffic ticket desk to the Traffic section. New furniture and cabinets will also be purchased for the renovated space. The estimated project budget is \$950,000.

The Operational Communication Centre Space Renovation project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: RCMP 2018 Capital Projects
 2018 January 10.....Page 2

Equipment Room Improvements (ACX.0013) \$120,000 (Estimated)

The Detachment currently has a small room that has been continuously modified throughout the years to store weapons, portable radios, and other equipment. A larger room is required to create a centralized area for inventory control and maintenance. This project will entail the expansion of the current Equipment Room to the adjacent Briefing Room. Storage shelving will be installed along with a walk up counter where the equipment will be issued. Other furniture and electronic equipment (phone, computer, and printers) will also need to be purchased. This project was initiated in 2017 with a budget of \$150,000, however, due to delays in finalizing the equipment room design, the project will commence in the Spring of 2018. In 2017, funding of only \$75,000 was approved by Council for this project due to a budget re-allocation of \$75,000 to the Project Room renovation. This report is requesting a total of \$120,000 (\$75,000 for re-allocation replacement included in the Provisional Financial Plan, and an incremental \$45,000 for new additional pass through lockers to be added into the Annual Financial Plan). The total estimated project budget is \$195,000.

The Equipment Room Improvements project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

SW Community Police Office Workstation Replacement (ACY.0009) \$50,000 (Estimated)

To increase the workspace and improve ergonomic condition for Burnaby RCMP members working at the Southwest Community Police Office, this project involves replacing the original 19 workstations with 12 larger workstations. The project budget will also include the purchase and installation of privacy panels and overhead storage with task lights at each workstation. The estimated project budget is \$50,000.

The Southwest Community Police Office Workstation Replacement project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Healthy Community

- Sub Goal – Healthy life

Community Programs Office Reconfiguration (ACX.0017) \$50,000 (Estimated)

An increase in number of staff in the Victim Services and Crime Prevention Programs Units has resulted in a lack of quiet, private work space for the coordinators of each unit. To create the desired space, two new offices separated by a full wall will be constructed adjacent to each other on the west side of the existing area. Each office will have a separate locking door and a secondary entry into the section will be constructed. The entire area will be painted and re-carpeted. The estimated project budget is \$50,000.

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: RCMP 2018 Capital Projects
 2018 January 10.....Page 3

The Community Programs Office Reconfiguration project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

Exhibits Garage Heat Pump System (ACY.0010) \$30,000 (Estimated)

The Exhibits garage area has experienced hot temperatures for several years, particularly since modifications and renovations were completed in 2011-2012. The hot temperature and lack of proper ventilation creates an unhealthy work environment for staff as well as a risk to the integrity of the storage of exhibits. This project entails the supply and install of a 3 ton Fujitsu ductless split heat pump system to provide heating and cooling as required in the inside and outer storage areas of the Exhibits garage. Line voltage electrical is also required and is included in the project budget. The estimated project budget is \$30,000.

The Exhibits Garage Heat Pump System project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

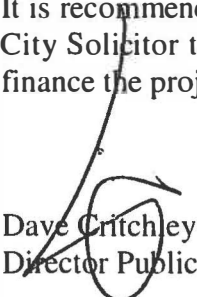
Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

These expenditures will be included in the 2018 – 2022 Provisional/Annual Financial Plans and sufficient Capital Reserve funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,200,000 to finance the projects as outlined in this report.


 Dave Critchley
 Director Public Safety and Community Services

DC/ch

Copied to: City Manger
 Director Finance
 City Solicitor



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: DEER LAKE RENOVATION PROJECTS CAPITAL FUNDING REQUEST

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$210,000 to finance the projects, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 14, received and adopted the attached report seeking a Capital Reserve Fund Bylaw to finance the capital projects identified in this report (Deer Lake Building Access Upgrade Phase 2; and Deer Lake Repair/Replacement of Cables & Drainage).

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Public Safety & Community Services Director Finance City Solicitor
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Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 10

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 42000-01

SUBJECT: DEER LAKE RENOVATION PROJECTS CAPITAL FUNDING
REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the capital projects identified in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$210,000 to finance the projects as outlined in this report.

REPORT**Deer Lake Building Access Upgrades - 2nd Phase (CAX.0018) \$110,000 (Estimated)**

This project will replace the three remaining main floor glass swing doors with sliding glass doors to enhance handicap accessibility to the complex. It also improves the ease of access for parents who are trying to maneuver into the building with strollers. Engineering design (including electrical), and replacement of three heavy glass swing doors with three sliding glass doors with motion sensor activation and access card reader functionality. The 2018 project budget is \$110,000.

The Deer Lake Building Access Upgrades - 2nd Phase project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

Deer Lake Repair/Replacement of Cables & Drainage (CAX.0024) \$100,000 (Estimated)

The concrete slabs which separate the floors in both Deer Lake I and II are reinforced with an extruded post tension (P/T) cable system. These cables criss-cross through the concrete slabs and around the columns to support the floor above. The cables are comprised of many strands of wire and the cables themselves are stretched and held under tremendous pressure. If the strands in the cables become compromised or deteriorated, they could cause the cable to fail. Read Jones Christoffersen Ltd.(structural engineers), has actively assessed the cables to ensure their integrity over the years. Hatches are cut (covers installed) and tests are done to determine if strands within the cables are defective or tension deficient. If a certain number of defective strands are identified, the strands must

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: Deer Lake 2018 Capital Projects
 2018 January 10.....Page 2

be replaced. This is highly specialized engineering work will ensure the structural integrity of Deer Lake Centre. Cable failure can have catastrophic results including floor collapse and potential loss of life. It is the landlord's responsibility to ensure the structural integrity of the buildings is protected. The 2018 project budget is \$100,000.

The Deer Lake Repair/Replacement of Cables & Drainage project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

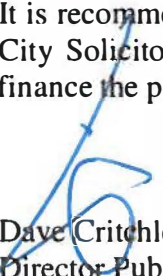
Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$210,000 to finance the projects as outlined in this report.


 Dave Critchley
 Director Public Safety and Community Services

DC/ch

Copied to: City Manger
 Director Finance
 City Solicitor

SUBJECT: GRANT APPLICATIONS

RECOMMENDATIONS:

- ## REPORT

-307-

To: His Worship, the Mayor and Councillors
 From: Financial Management Committee
 Re: Grant Applications
 2018 February 26.....Page 2

#18.06.p Volunteer Grandparents
Anniversary Campaign

up to \$1,000
in-kind printing

An application was received from the Volunteer Grandparents requesting an in-kind printing grant in support of their 45th anniversary in 2018 of delivering programs in Burnaby. The Family Match Program and the School Grandparent Program create true extended families, providing positive benefits for senior volunteers and children.

Request: \$1,000 *in-kind printing*

CPA: 2017 - No Application
 2016 - No Application
 2015 - No Application

#18.07.p Burnaby Arts Council
2018 Arts BC Conference

up to \$1,000
in-kind printing

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing costs for the 2018 Arts BC Conference (co-hosted by Arts BC and the Burnaby Arts Council) to be held on 2018 May 10-12 at the Nikkei National Museum and Cultural Centre. The annual conference brings together hundreds of arts and cultural leaders from across the Province for a weekend of learning, networking, and skill development.

Request: \$2,000 *in-kind printing*

CPA: 2017 - \$1,000 in-kind printing
 (Summer Arts Festival)
 2016 - \$1,000 in-kind printing
 (Deer Lake Craft Festival)
 2015 - No Application

#18.08. Community Centred College for the Retired
Courses and Programs

\$1,500

An application was received from the Community Centred College for the Retired requesting a grant to assist with the cost of courses and programs provided by the College.

Request: Unspecified

CPA: 2017 - \$1,500
 2016 - \$1,500
 2015 - \$2,500

To: His Worship, the Mayor and Councillors
 From: Financial Management Committee
 Re: Grant Applications
 2018 February 26.....Page 3

#18.09. Consulate General of the Republic of Korea (LOST)
"Ayla: The Daughter of War" Movie Screening

An application was received from the Consulate General of the Republic of Korea, in cooperation with the Consulate General of the Republic of Turkey, requesting a grant to assist with screening of the Turkish film "Ayla: The Daughter of War" to be held at the Michael J. Fox Theatre on 2018 March 28. This film showcases the true story of the relationship between a young Korean girl saved by a Turkish sergeant during the Korean War.

Request: \$2,500

CPA: 2017 - No Application
 2016 - No Application
 2015 - No Application

#18.10. Burnaby Mountain Secondary School \$400
Oxford Cup Finals International Debating Championship (\$200 per person)

An application was received from the Burnaby Mountain Secondary School requesting a grant to assist with travel expenses for two (2) students, Miranda Collett and Carolyn Chen, to participate at the Oxford Cup Finals International Debating Championship to be held on 2018 March 10 in Oxford, England.

Request: Unspecified

CPA: 2017 - No Application
 2016 - \$1,000
 (Improv Games – six (6) students)
 2015 - No Application

Respectfully submitted,

Councillor D. Johnston,
 Chair

Councillor C. Jordan,
 Vice Chair



Meeting 2018 February 26

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: FESTIVALS BURNABY GRANT PROGRAM APPLICATIONS

RECOMMENDATION:

1. THAT Council approve the Festivals Burnaby grant recommendations, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2018 February 15, considered the following Festivals Burnaby grant applications, and submits its recommendations for Council's approval:

Neighbourhood Events

#18-N-001	Scandinavian Cultural Society	\$2,000
	<i>Leif Erikson Day Festival</i>	

An application was received from the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2018 September 29 at the Scandinavian Community Centre. This annual festival highlights a Nordic country by showcasing its history and current endeavours, and the contributions to Canadian society made by its people. This year the Festival will showcase Iceland. There will be presentations by experts, concerts, workshops, ethnic foods, videos, arts and crafts for children, and something on Leif Erikson himself.

Request: \$2,000

CPA: 2017 - \$2,000 (Neighbourhood Grant)
2016 - \$3,500 (Neighbourhood Grant)
2015 - \$3,000 (Neighbourhood Grant)

Copied to:	City Manager Director Corporate Services Director Finance Director Parks, Recreation & Cultural Services
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To: His Worship, the Mayor and Councillors
 From Financial Management Committee
 Re: Festivals Burnaby Grant Program Applications
 2018 February 26.....Page 2

#18-N-002 Culture Chats BC Association
Intercultural Community Arts Festival

\$1,000

An application was received from the Culture Chats BC Association for the Intercultural Community Arts Festival to be held on 2018 June 30 at Burnaby Neighbourhood House. This one day community arts festival will celebrate and showcase multicultural arts and talents. Event activities will include an immigrant art exhibition, language based word games, a multicultural dialogue story creation and more.

Request: \$2,000

CPA: 2017 - \$1,000 (Neighbourhood Grant)
 2016 - No Application
 2015 - No Application

Small Scale Event

#18-S-001 Vancouver Tagore Society
West Coast Tagore Festival 2018

DENIED

An application was received from the Vancouver Tagore Society for the West Coast Tagore Festival 2018 to be held on 2018 September 15-16 at the James Cowan Theatre, Shadbolt Centre for the Arts. The Festival will celebrate life and work of Nobel-laureate poets and world cultural icon Rabindranath Tagore, and showcase talented performing artists. Reputed scholars and multicultural poets will present work of Tagore through music, dance, lectures and exhibits.

Request: \$10,000

CPA: 2017 - No Application
 2016 - No Application
 2015 - No Application

Respectfully submitted,

Councillor D. Johnston
 Chair

Councillor C. Jordan
 Vice Chair

SUSTAINABLE CITY ADVISORY COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: DEVELOPMENT OF GREEN BUILDING POLICY FOR BURNABY

RECOMMENDATION:

1. THAT Council approve the process for development of the Green Building Policy in support of Burnaby's approved ESS and CEEP, as outlined in this report.

REPORT

The Sustainable City Advisory Committee, at its meeting held on 2018 February 06, received and adopted the attached report outlining a process for development of Green Building Policy in support of the approved Environmental Sustainability Strategy (ESS) and Community Energy and Emissions Plan (CEEP).

Respectfully submitted,

Councillor S. Dhaliwal
Chair

Copied to:	City Manager Director Planning and Building Director Corporate Services Director Engineering Director Finance Director Parks, Recreation and Cultural Services Director Public Safety and Community Services Chief Building Inspector
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Meeting 2018 Feb 6

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
SUSTAINABLE CITY ADVISORY
COMMITTEE

DATE: 2018 January 24

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 76500 20
Reference: Environmental Planning

SUBJECT: DEVELOPMENT OF GREEN BUILDING POLICY FOR BURNABY

PURPOSE: To outline a process for development of Green Building Policy in support of the approved Environmental Sustainability Strategy (ESS) and Community Energy and Emissions Plan (CEEP).

RECOMMENDATION:

1. **THAT** Council approve the process for development of Green Building Policy in support of Burnaby's approved ESS and CEEP, as outlined in this report.

REPORT

1.0 INTRODUCTION

Well designed, energy and resource-efficient buildings have many important benefits, including improved health, comfort, soundproofing, durability, lower energy costs, and smaller environmental footprint. Development of new buildings in Burnaby is growing in all sectors including residential, commercial, industrial, and institutional uses, with most new residential and commercial development occurring within Town Centres and Urban Villages. Nearly half of Burnaby's community greenhouse gas (GHG) emissions come from heating and cooling buildings (see *Figure 1*, next page). Since buildings can last between 50 and 100 years, standards are important to ensure they are built to deliver long-lasting quality and benefits, including reducing energy costs and GHG emissions.

For the purposes of this report, "green" buildings refer to those buildings that efficiently use energy, water and other resources and support healthy ecosystems throughout a building's lifecycle, and provide a healthy and comfortable indoor environment for occupants.

1.1 Burnaby Policy Basis for Green Buildings

Policy that encourages and/or requires standards for green buildings, both private and public, is aligned with the City of Burnaby's Corporate Strategic Plan (see www.burnaby.ca/CSP) by supporting the goals (and sub-goals) of: *A Healthy Community* (1. Healthy Life; 2. Healthy Environment); and *A Dynamic Community* (1. Economic Opportunity; 2. Community Development; 3. City Facilities and Infrastructure). See also *Appendix A* for additional details.

To: Sustainable City Advisory Committee
 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 2

Green building policy also supports the City's Social Sustainability Strategy (SSS) (www.burnaby.ca/ssss), for example buildings that cost less to heat and cool are more affordable for residents and have improved health benefits, and the Economic Development Strategy (EDS) (<http://www.burnaby.ca/eds2020>), for example by supporting the green economic sector. The relationship of these policies to green buildings is further described in *Appendix A*.

Burnaby's Environmental Sustainability Strategy (ESS) and supporting Community Energy and Emissions Plan (CEEP) (www.burnaby.ca/ess) were approved by Council in 2016. The ESS and CEEP, combined with the SSS and EDS, are intended to build on Burnaby's successes and set a course toward world-leading sustainability. Green building policy supports many of the ESS and CEEP goals, as described in *Appendix A*. Specifically, improving compliance with existing building code for energy, and encouraging development of buildings that exceed minimum code compliance, are two Big Move (priority) strategies under the "Build" goal in both these plans. These strategies and supporting suggested actions are cited in *Appendix A*.

The CEEP also includes targets for reducing community greenhouse gases (GHGs): a City-Only target of **5% below 2010 levels by 2041**, and a City-Plus-Others target¹ of **30% below 2010 levels by 2041**. Today, 45% of Burnaby's community-wide emissions result from buildings (*Figure 1*).

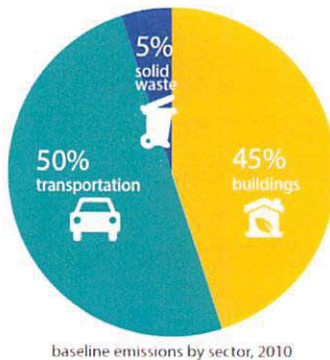
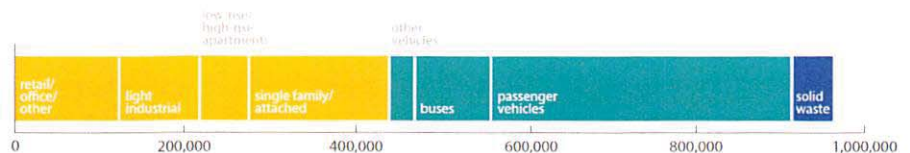


Figure 1: Current sources of community GHG emissions in Burnaby, by percent (left) and subsector tonnes (below); 45% of Burnaby's community-wide emissions result from buildings.



1.2 ESS and CEEP Phase 1 Priorities

As outlined in the Sustainable City Advisory Committee Report dated 2017 September 6, the following three priority policy areas have been identified for Phase 1 ESS and CEEP implementation:

- Green Building Policy
- Electric Vehicles
- Corporate Sustainability

¹ These dual targets recognize the limits of jurisdiction, and commit the City to the **City-Only** target (5% below 2010 levels) in areas over which it has direct control or significant influence, while also illustrating the potential reduction in GHGs that could be achieved with the support of others (**City Plus Others** target). It should be noted that the **City Only** target entails a substantial (~20%) reduction in GHGs in year 2041 compared to a scenario where no specific action is taken.

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 3

Green Building Policy and EV Policy are being developed separately and concurrently, as they are related but have different technical considerations. Once established, the standards for EV charging in new development will likely be expressed as a component of Green Building Policy. Both EV Policy and Green Building Policy will include direction for City facilities and fleets. These and other opportunities would form part of a Corporate Sustainability Policy, to be initiated at a future date.

This report outlines additional background and details for development of Green Building Policy. Electric Vehicle Policy is addressed in a separate report received by the Committee on 2017 November 1, while a process to initiate Corporate Sustainability Policy development will be initiated in future.

2.0 BACKGROUND

2.1 Burnaby Successes to Build On

The City has many examples of successful approaches in leading green building design, both as individual buildings and at the neighbourhood scale. For example:

- **City facilities** have incorporated many green building features and technologies, such as a geothermal heating system at **Tommy Douglas Library**, a solar hot water heating system for the pool at **Bonsor Recreation Centre**, and use of recycled materials and a high rate of construction waste diversion in construction of **Edmonds Community Centre**.
- **Electronic Arts** Motion Capture Studio building achieved a LEED Silver rating in 2009, and included 40% water use reduction and 43% energy savings, and included an 18,000 square foot extensive green roof.
- **Discovery Green**, a large commercial building in Discovery Place Business Park, utilizes an innovative (heat recovery variable refrigerant flow) system for heating and cooling, reducing energy use by 40%, harvests and re-uses rainwater saving 45% in water use, and achieved a LEED Platinum Core and Shell rating in 2010.
- **Appia's Solo District** in Brentwood Town Centre, a 150,000m² mixed-use development, has installed a low-carbon geo-exchange heating and cooling system that will reduce the development's GHG emissions by approximately 50% compared to a standard system. Phase 1 of the development is complete and remaining phases are still in progress.
- **UniverCity Childcare Centre** on Burnaby Mountain, completed in 2013, was built to meet the very high standards of the Living Building Challenge, including treating and recycling all wastewater on-site, net positive energy, using local and nontoxic building materials, and cost less to build than a standard equivalent building.

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 4

- **UniverCity** neighbourhood development, administered by the SFU Community Trust, has implemented standards for green buildings exceeding the BC Building Code for over ten years, and continues to successfully achieve leading-edge design and a successful business model.

Green building design practices have evolved greatly over the years, and today approaches that emphasize highly efficient *building envelopes* are gaining prominence and priority. Significant energy efficiency improvements can be achieved through the use of relatively simple and cost-effective practices and materials, to meet the lower “steps” of the Energy Step Code described in **Section 3.2**. At the highest levels of efficiency, meeting the Passive HouseTM standard can reduce energy use by up to 90%, and is being targeted in several projects in design or construction in the Lower Mainland including Burnaby². Efficient systems using renewable sources for heating and cooling, such as air source heat pumps, re-using waste heat, solar and geexchange, also have a role to play. By prioritizing efficient building envelopes, such systems can be smaller and simpler, and more easily adapted as technology changes.

Some examples of leading Burnaby developments are further illustrated in **Appendix B**, alongside their equivalent provincial Energy Step Code performance levels, if known.

3.0 POLICY BACKGROUND

3.1 Federal Policy and Programs

Provinces and territories directly regulate the design and construction of new houses and buildings. The National Building Code of Canada is a model code, with provinces having the choice to adopt or modify this code, or to enact their own. It is intended to provide overall direction to encourage consistency across the country. There is also a National Energy Code for Buildings, first created in 1997 and updated in 2011 and 2015. In 1985 BC enacted its own provincial Building Code, which is largely aligned with the National Building Code.

The Pan-Canadian Framework on Clean Growth and Climate Change³ includes a commitment by federal, provincial and territorial governments to adopt increasingly stringent model building codes, starting in 2020, with the goal that provinces and territories adopt a “net-zero energy ready” model building code by 2030. The Framework also calls for continued federal investment in research, development, demonstration and cooperation with industry.

Natural Resources Canada runs several programs related to energy efficiency, which can be voluntarily used by builders, or as a policy tool:

² These include a 5 to 6-storey multi-family rental building at SFU (Rezoning #17-08), many single family homes in various municipalities, mid-rise and high-rise developments in the City of Vancouver, and a community centre in the City of Surrey.

³ <https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework/climate-change-plan.html>

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 5

Rating systems for homes (single and two-family)⁴:

- **EnerGuide** for new homes is a program to support design, evaluation and labeling of homes for energy efficiency. By engaging the services of a certified Energy Advisor, homeowners can have an EnerGuide assessment performed to identify opportunities to improve energy efficiency. EnerGuide testing and rating for new homes can be used as a voluntary system or to meet local government targets for energy efficiency. An EnerGuide label can also assist home buyers to make informed choices about the performance and energy costs of the home.
- **Energy Star** for New Homes is a rating system for homes that indicates it has met certain standards, typically about 20% better energy efficiency compared to the Building Code.
- **R-2000 Homes** is a building certification program that goes beyond Energy Star levels of energy efficiency for homes, and also includes air quality and water conservation.

Other programs offered by NRCAN:

- Energy benchmarking⁵ with Energy Star Portfolio Manager is a program for commercial and institutional buildings that allows for ongoing tracking of energy use, and comparison against other similar buildings, enabling energy efficiency improvements.
- Energy modeling software and training programs include HOT2000 for low-rise residential buildings, and CAN-QUEST for commercial and institutional buildings.
- Training and education programs are also available⁶.

3.2 Provincial Regulation and Introduction of Energy Step Code

The BC Building Code (BCBC) sets minimum standards for building construction, primarily to meet health and safety requirements, and applies to all communities in BC except the City of Vancouver which has its own building code. The first time that energy efficiency standards were included in the BCBC was in 2008. The current (2014) Building Code also introduced new requirements for energy efficiency, for Part 3 (larger buildings) and Part 9 (small buildings).

The 2016 provincial Climate Leadership Plan included commitments related to buildings for:

- improved energy efficiency requirements for gas fireplaces and air source heat pumps;
- high-efficiency technology requirements for natural gas space and water heating equipment;
- accelerating increased energy requirements to the BCBC by taking incremental steps to make buildings ready to be net zero by 2032;

⁴ <http://www.nrcan.gc.ca/energy/efficiency/housing/new-homes/18767>

⁵ <http://www.nrcan.gc.ca/energy/efficiency/buildings/energy-benchmarking/3691>

⁶ <http://www.nrcan.gc.ca/energy/efficiency/buildings/capacity-building-resources/3709>

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
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- developing energy efficiency requirements for new buildings that go beyond those in the BCBC, called Stretch or Step Codes, that interested local governments could implement in their communities; and
- creating innovation opportunities and financial incentives for advanced, energy-efficient buildings, including an increase in funding for design and innovation.

In 2015, the Province passed the *Building Act*, with a key objective to establish the Province as the sole authority to set technical building requirements, thus addressing concerns from the development industry about inconsistent local government requirements. Meanwhile, the Province also convened a multi-stakeholder working group to develop a Step Code, responding to recommendations from local governments together with other stakeholders who had previously worked to outline a proposed structure for such a code⁷.

In May 2017, the Province enacted the Energy Step Code (ESC), a framework that local governments can adopt to support building requirements exceeding minimum BCBC requirements⁸. The ESC sets performance standards for energy efficiency for Part 3 and Part 9 buildings, from basic (lower steps) to advanced (higher steps). The ESC prioritizes energy efficient building envelopes over complex systems, and consists of performance standards rather than a prescriptive approach. This framework was established in collaboration with local governments, development industry, utilities and the Province, and is well supported by these stakeholders.

Implementation of the ESC is being supported by the Province, BC Hydro, BC Housing and other partners, including by coordinating a multi-stakeholder Energy Step Code Council, undertaking research, and providing resources and industry training.

3.2.1 How the Energy Step Code Works

When it is adopted, the ESC establishes a series of measurable energy-efficiency requirements that builders must meet. To comply with the ESC, builders must use energy modelling software and on-site testing by professionals to demonstrate that both their design and the constructed building meet the performance targets of the standard. The ESC groups these targets into a series of “steps” of increasing energy efficiency. Step 1 is referred to as the “enhanced compliance” step, as it simply requires confirmation that new buildings meet the energy-efficiency requirements of the existing BC Building Code. The highest step represents the most energy-efficient building that can be built today. An example is provided in *Figure 2*.

There are five steps for smaller (Part 9) residential buildings, four steps for larger and more complex (Part 3) residential buildings have four steps, and three steps for Part 3 commercial buildings. For Part 3 buildings energy performance is measured in total or thermal energy

⁷ The recommendations of this group are summarized in the 2015 report “Advanced Energy Efficiency Requirements for Buildings in BC” by Integral Group. Advisory group members included several Metro Vancouver local governments (including Burnaby), BC Hydro, the Urban Development Institute, Pembina Institute, BC ministries (Building Safety Standards Branch and Ministry of Environment) and BC Housing.

⁸ An overview of the Energy Step Code and resources supporting implementation can be found at: www.energystepcode.ca

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 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 7

demand using energy modeling software. The technical energy performance requirements of each step are listed in *Appendix C*.



Figure 2: Steps for Part 3 wood-frame residential buildings

3.3 Costs and Benefits of Energy Step Code

In order to investigate feasibility of the Energy Step Code (ESC), a comprehensive study⁹ examined possible approaches to meet various Steps in a variety of building archetypes, to better understand opportunities for the biggest gains in energy efficiency, greenhouse gas emission reduction, and financial implications (both first costs and costs of operations). This study found that up to Step 3 of the ESC may incur small incremental costs of less than 1 or 2% for most building types. Incremental costs for larger (Part 3) buildings are shown in *Table 1*.

At the same time, the ESC offers significant opportunity for energy savings and greenhouse gas (GHG) reduction. *Table 2*, below, compares the capital costs, energy savings and GHG reduction potential of Steps 2 to 4 for larger (Part 3) multi-family residential buildings. The estimated cost of moving from Step 2 to Step 3 is small (0.4%) but notably at Step 3 there is significant energy savings potential of 22% overall and 10% compared to Step 2. GHG reductions are significant, yet similar, across these steps.

Similarly, costs for Part 9 buildings are also modest up to Step 3 or Step 4 (out of 5); this data is not reported here, but is available in the report mentioned above, and will be further explored in future policy work.

⁹ BC Energy Step Code Metrics Research Report (full report and executive summary) can be found at: www.energystepcode.ca/resources

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 8

Table 1: Incremental capital costs of ESC compared to existing BC Building Code for Part 3 multi-family residential and commercial buildings (Climate Zone 4)

	Part 3 - Residential		Part 3 - Commercial	
	Low rise MURB	High rise MURB	Office	Retail
Step 1	0 %	0 %	0 %	0 %
Step 2	0.5 %	0.4 %	-0.2 %	0.8 %
Step 3	0.6 %	0.8 %	0 %	2.0 %
Step 4	2.6 %	2.4 %	N/A	N/A

Table 2: Comparison of GHG reduction, capital costs, and energy costs among Steps 2-4 for Part 3 multi-family residential buildings, compared to existing BC Building Code

	Step 2	→ Change from Step 2 to 3	Step 3	→ Change from Step 3 to 4	Step 4
Cost of Going Another Step vs. BCBC, capital cost	+0.4%	↑0.4%	+0.8%	↑1.6%	+2.4%
Change in Energy Costs vs. BCBC, 2018 prices	-12%	↓10%	-22%	↓13%	-35%
GHG Reductions vs. BCBC	-29%	↓1%	-30%	↓3%	-33%

3.4 Local Government Policy and Responses to Energy Step Code

Local governments in BC have previously used various tools to encourage, incentivize or require higher levels of energy efficiency beyond the BCBC, including: bylaw requirements for certain standards; Council policies; Development Permit Areas; density bonus or other types of incentives; and locally administered sustainability checklists. Referenced standards have included third party systems such as LEED, EnerGuide for Homes, and BuiltGreen. Although many of these were locally successful, the variety of approaches created challenges for the development industry, and resulted in a “patchwork” of varying standards for buildings that was part of the impetus for the Energy Step Code. With the enactment of the provincial Building Act and ESC, as of December 2017 most of these requirements no longer have effect and any building energy efficiency standards must instead reference the ESC.

As outlined in **Appendix D**, many local governments in BC and Metro Vancouver are currently addressing the ESC in some way, in the development of new policy or bylaws. At this time, the City of Vancouver, City of North Vancouver and District of North Vancouver have adopted bylaws/policies that address or align (in the case of Vancouver) with the ESC; the City of Richmond, District of West Vancouver, City of Victoria and District of Saanich, are in process of consulting on a specific approach, and a number of others are undertaking consultation for future policy.

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24..... Page 9

3.5 Existing City of Burnaby Policy

To date, the City has implemented a flexible and site-by-site approach to encouraging sustainable buildings through the development review and rezoning process. A standard meeting the equivalent of LEEDTM Silver has been applied to some projects. This practice provided a flexible approach that helped to address uncertainty and feasibility of new technologies and approaches, as the green building industry has matured.

At UniverCity, requirements for green building standards that go beyond Building Code have been in place since 2010, and are administered through the SFU Community Trust. Most recently these have included simple prescriptive requirements to achieve more energy efficient buildings at lowest cost, such as reducing thermal bridging¹⁰ and increasing insulation value of walls, approaches that are consistent with the Energy Step Code. Analysis suggests that all buildings constructed at UniverCity since 2012 have achieved an average performance equivalent to Step 3 of the Energy Step Code, including both mid-rise wood frame and concrete buildings. Some examples are included in *Appendix B*. UniverCity has generally had positive feedback from developers and a strong market demand for their product.

4.0 PROPOSED POLICY SCOPE AND DIRECTION

Based on the successes demonstrated at UniverCity and in other local developments, and research on ESC as discussed above, it is apparent that many practices for achieving higher levels of energy efficiency are now well established, achievable and cost-effective. In consideration of these factors, the following approach is proposed as a preliminary basis for consultation with stakeholders.

The Green Building Policy is proposed to initially focus on standards for new buildings. While the ESS and CEEP also include strategies for creating new policies and programs to improve the environmental performance of existing buildings, different approaches and considerations are involved, thus these would be further explored and developed in a future phase of ESS/CEEP implementation.

Energy, including alignment with the ESC and opportunities to reduce GHG emissions, along with policy for electric vehicle charging, as described in *Section 1.2*, will be the primary focus of the policy. The Environmental Sustainability Strategy also supports additional environmental objectives for new development (e.g. water conservation, ecosystem enhancement, waste reduction, as outlined in *Appendix A*) which would be considered secondary objectives, and approaches for including these objectives will be further explored in development of the policy.

4.1 New Private Development

The Green Building Policy is proposed to primarily address the Big Move strategies listed in *Tables A5 and A6* in *Appendix A*. This will include standards for new development that improve

¹⁰ A thermal bridge is an area or component of a building that transfers heat more easily than the surrounding material resulting in heat loss, such as wall studs or projections; this problem can be mitigated with various building technologies.

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
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compliance with existing minimum BCBC, and achieve higher environmental performance. In consultation with stakeholders, appropriate levels/Steps will be examined for various building types. The first phase of work would focus on larger/complex buildings such as mixed use, commercial and high-rise multi-family residential buildings (Part 3 in the BC Building Code), while single, two-family and small multi-family residences (Part 9 in the BC Building Code) would be the focus of a future phase.

4.1.1 ESC for Larger Buildings (Part 3 BCBC) – Multi-family Residential and Commercial / Office

The Urban Development Institute (UDI), representing developers, designers and builders of larger (Part 3) multi-family residential buildings (MURBs), has been engaged extensively in development of the Energy Step Code and has indicated general support. UDI has also been directly engaged in preliminary discussion on implementing ESC in Burnaby.

As discussed in **Section 3.3**, preliminary analysis suggests a variety of steps for Part 3 buildings can be achieved with modest costs and significant benefits including energy savings, and appear to be achievable using conventional building and design practices and technology. Part 3 developments typically already include energy modeling and multi-disciplinary teams with capacity to address technical requirements. On this basis, the viability and design and building function implications of adopting Step 2 and/or Step 3 for Part 3 buildings will be further explored through stakeholder consultation to confirm applicability for Burnaby's context and market.

Upon establishing general support for implementation of an initial Step as a baseline, Burnaby's approach would look to regular monitoring and reviews to update the standard to higher Steps as the building industry becomes familiar with the practices to meet the standard, and as the base Building Code references higher levels of energy efficiency. Achieving higher Steps than the baseline, which may require more innovative and creative approaches, would also be encouraged.

4.1.2 ESC for Smaller Residential Buildings (Part 9 BCBC) – Single and Two-family, Townhouse and Low-rise Apartment

Representatives of home builders' associations were also extensively engaged in development of the ESC, and costs for Part 9 buildings are also modest (less than 2% up to Step 4 for single family homes). However, many local builders of single and two-family homes are not affiliated with these groups and are not generally accustomed to the technical requirements of air tightness practices and energy modeling (through engagement of an Energy Advisor) that are associated with all Steps. For these reasons, a lower starting point (Step) is likely appropriate, along with longer period of time to allow for engagement, awareness and training on the part of home builders. As outlined in Section 5, preliminary engagement of these builders, to raise awareness, is proposed to form part of the process for 2018, while a more fulsome program of engagement and anticipated level and schedule for Steps would be outlined in a future report to Council. Measures to encourage early adoption of ESC among Part 9 builders may also be investigated.

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 From: Director Planning and Building
 Re: Development of Green Building Policy for Burnaby
 2018 January 24 Page 11

4.2 City Facilities

Development of the City's own facilities represents a valuable opportunity for learning about innovative and progressive approaches, supporting development of the local green building industry, and demonstrating the City's commitment to sustainability, as articulated in the ESS ("Manage" section) and Corporate Strategic Plan (see *Appendix A*). The Green Building Policy would include direction for a standard that seeks to align with the direction of the ESC, and may include a review of specific opportunities within the City's capital plan.

5.0 PROCESS FOR DEVELOPING GREEN BUILDING POLICY

As outlined in the Sustainable City Advisory Committee report dated 2017 September 6, Green Building Policy is one of three priority areas of policy work approved by Council identified for Phase 1 ESS/CEEP implementation, arising from prioritization of Big Move strategies. This policy would ensure grounding in our local context, and take advantage of the new policy landscape being developed across BC and Metro Vancouver in response to the Energy Step Code, through collaboration with other jurisdictions and stakeholders, to implement an approach that will be consistent and familiar to the local industry.

5.1 Process and Timeline for Policy Development

As outlined in the report to this Committee dated 2017 November 1 and approved by Council on 2017 November 6, the process for Green Building Policy is to be run concurrently with development of EV Policy. As such, preliminary work of Steps 1 and 2 as outlined below has already begun, and it is anticipated that the following program would be undertaken between the present and June 2018.

1. *Review of existing policy approaches, best practices (ongoing since Nov 2017)*

This includes detailed review of the Energy Step Code and approaches being implemented or considered in other jurisdictions, as well as leading practices in energy efficiency being undertaken in Burnaby and nearby municipalities. Available studies, data and information about the benefits and costs of higher performing buildings are under review. Existing information is being sourced where possible, and if necessary may be supplemented with further study/analysis. During this phase Burnaby City staff have also been engaged to raise awareness and understanding of the ESC and identify issues specific to Burnaby.

2. *Consultation with key stakeholders and development of policy options (Feb-Mar 2018)*

This will entail the review of proposed policy options for specific standards of energy and environmental performance, and consultation with key stakeholders, including:

- Urban Development Institute for Part 3 residential buildings;
- Building Owners and Managers Association for BC on Part 3 commercial buildings; and

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- Other industry professionals, associations and utilities as appropriate.

Consultation is proposed to take the form of meetings, facilitated workshops and/or online. In addition to feedback on appropriate Steps in the ESC, stakeholder engagement would also include discussion about factors such as timing, treatment of applications “in-stream”, appropriate incentive approaches, compliance and enforcement, available training for professionals, and other implementation details.

Feedback received from stakeholders would be used to help inform and refine a draft policy/regulatory framework, and identify any specific concerns and implications. These conclusions would be provided in another report for Council’s consideration in April 2018.

3. Stakeholder Follow-up and Implementation Planning (Apr-May 2018)

At this stage the draft policy would be shared publicly online, and additional stakeholders would be engaged or follow-up with previously engaged stakeholders undertaken, if required.

Internal processes for application review and approval, and processes for compliance and enforcement, would also be confirmed.

4. Council Approval of Policy (June or Sept 2018)

The proposed policy framework for Part 3 buildings would then be presented for Council’s consideration, in June 2018, or September 2018 if additional time is required.

Following Council’s approval, final implementation details would be confirmed, and any required regulatory amendments drafted.

Regulatory changes would then be presented to Council in a subsequent report.

Upon approval of the policy for Part 3 buildings, preliminary work would begin to raise awareness among builders of single and two-family (and smaller multi-family) residential (Part 9) buildings, and to outline an approach for this segment of the industry, for Council’s consideration in late 2018 or early 2019.

5.2 Resources and Budget

The approach outlined in this section acknowledges that the Energy Step Code has already involved a significant amount of stakeholder input, research and analysis and collaboration among municipalities and other levels of government. As such, the process entails reviewing and adapting an approach appropriate for Burnaby’s context, and ensuring local stakeholders are consulted, and including other elements of environmental performance to address Burnaby’s ESS. Existing City staff will lead and support this work, supplemented with input from consultants with appropriate expertise. Budget to engage these external resources has been

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allocated from existing operational budgets. As the work progresses, should a need arise to seek additional resources to address particular needs or data gaps, a request to that effect will be advanced for Council's consideration.

6.0 CONCLUSION

Policy to encourage higher levels of environmental performance in new buildings is a key priority area identified for Phase 1 implementation of the ESS and CEEP and can improve health, comfort, and reduce costs of energy for occupants and home/building owners, among other co-benefits for environmental, social and economic sustainability. With lifespans exceeding 50 years, the quality and durability of buildings, including energy performance, is an important consideration in planning for a low-carbon and sustainable future. This report outlines a process to develop Green Building Policy that will engage stakeholders and establish standards appropriate for Burnaby's context.

Staff are therefore recommending that Council approve the process as outlined in this report to develop Green Building Policy in support of Burnaby's approved ESS and CEEP.



Lou Pelletier, Director
 PLANNING AND BUILDING

LT:sla

Attachments

cc: City Manager
 Director Corporate Services
 Director Engineering
 Director Finance
 Director Parks, Recreation and Cultural Services
 Director Public Safety and Community Services
 Chief Building Inspector
 City Clerk

R:\Long Range Clerical\DOCS\LT\Committee Reports\2018\Development of Green Building Policy for Burnaby (2018.02.06).docx

APPENDIX A

GREEN BUILDING POLICY - RELATIONSHIP TO CITY STRATEGIC PLANS

CORPORATE STRATEGIC PLAN

The following goals and sub-goals of the City's Corporate Strategic Plan are supported by green building policy, as noted in the following examples.

Table A1. Relationship of Corporate Strategic Plan (CSP) to green building policy

CSP Goal	CSP sub-goal	Examples of green building policy relationship
A Healthy Community	1. Healthy Life: encourage opportunities for healthy living and well-being	Green buildings can support improved indoor air quality and health/comfort.
	2. Healthy Environment: enhance our environmental health, resilience and sustainability.	Green building policy can encourage the use of sustainable materials, and protection and enhancement of ecosystems.
A Dynamic Community	1. Economic Opportunity: foster an environment that attracts new and supports existing jobs, businesses and industries.	Green building policy supports industries such as energy management services, consulting, trades and technology.
	2. Community Development: manage change by balancing economic development with environmental protection and maintaining a sense of belonging.	Green buildings are an opportunity for economic growth that supports a healthy environment and social place-making.

SOCIAL SUSTAINABILITY STRATEGY

The following Strategic Priorities and themes of the Social Sustainability Strategy are supported by green building policy, as noted in the following examples.

Table A2. Relationship of Social Sustainability Strategy (SSS) to green building policy

SSS Strategic Priority	SSS sub-theme	Examples of green building policy relationship
1. Meeting Basic Needs	Affordable and Suitable Housing	Green buildings can be economical to build and save on operational costs, supporting affordable housing and long-term durability.
	Healthy Living	Green buildings can help maintain more comfortable indoor temperatures, air quality, and sound-proofing, contributing to enhanced quality of life.
5. Enhancing Neighbourhoods	Complete Communities	Green buildings complement sustainability goals for new development focused in town centres and urban villages.
	Community Amenities	Green building standards for city facilities can demonstrate leadership.

ECONOMIC DEVELOPMENT STRATEGY

The following strategies of the Economic Development Strategy are supported by green building policy, as noted in the following examples.

Table A3. Relationship of Economic Development Strategy (EDS) to green building policy

EDS Strategy (G=General; S=Sectoral)	Examples of green building policy relationship
G1 – Building a Strong, Livable, Healthy Community	Green buildings support affordable housing and walkable, transit-oriented and high-density development in town centres and urban villages.
G2 – Making Efficient Use of Land	Green building standards can support the development and re-development of industrial lands and infill development.
G3 – Creating Urban Character	Green buildings can include the enhancement of sites with greenspace for nature and public spaces.
G4 – Striving for a Greener Community	<p>Action (g) – Green building technology: “Examine working with the development industry (via existing organizations, such as Urban Development Institute (UDI)) to develop green building technology objectives or standards for new buildings that are workable and that will make a meaningful contribution to reduced energy consumption, reduced waste, lower resource use, and healthier environments. Highlight innovations and success stories, such as UniverCity at SFU.”</p> <p>Action (h) - Green Civic Building Standards: “Assess adopting LEED standards and/or principles for civic building construction.” (EDS2020, p.51).</p>
G10 – Cooperating Regionally	Green building standards support regional plans for growth and sustainability including <i>Metro 2040</i> , and the <i>Integrated Air Quality and GHG Management Plan</i> .
S4 – Education	Green building policy and technology complements sustainability goals of the School District and post-secondary institutions, and trades and academic programs, such as building technology and climate change, at BCIT and SFU, respectively.
S5 – Environmental Technology	Green building policy and standards supports innovation and development of the environmental technology industry, including energy management services, design, consulting, mechanical systems, materials and other technology.

ENVIRONMENTAL SUSTAINABILITY STRATEGY (ESS) AND COMMUNITY ENERGY AND EMISSIONS PLAN (CEEP)

The following ESS and CEEP Goals and Strategies are supported by green building policy, as described in the examples below. Strategies 6.1 (ESS) / C3.1 (CEEP) and 6.2 (ESS) / C3.2 (CEEP) are cited along with suggested actions on the following page.

Table A4. Relationship of ESS and CEEP goals to green building policy

ESS / CEEP* Goal	Examples of green building policy relationship
Green – Healthy and resilient ecosystems	Green building policy can include provisions for ecosystem protection and enhancement, on- and off-site.
Flow – Healthy and resilient watersheds	Green buildings can include provisions for water conservation and management of rainwater to mimic natural flows and quality.
Breathe – A community resilient to climate change, with clean air and low carbon emissions	Green buildings can contribute to lower greenhouse gas emissions, and maintain more comfortable indoor air temperature in the case of extreme weather.
Live* – A network of compact and complete communities, within a fabric of healthy ecosystems	Green buildings complement sustainability goals for new development focused in town centres and urban villages, and can include provisions for enhancing ecosystem and greenspace.
Move* – A walkable, bikeable and transit-supported city that supports a healthy environment.	Green building policy can support or include provisions for encouraging active transportation and electric vehicle charging.
Build* – Buildings and infrastructure that have a positive impact on the environment.	Green building policy directly supports this goal; see also specific strategies listed in Table A6 below.
Nourish - A food system that supports healthy people, a healthy community and a healthy environment.	Green building policy can support or include provisions for food gardens in new development.
Manage* - Environmentally aware and engaged community working together to improve Burnaby's environmental performance.	Green building standards for new City buildings supports ESS Strategy 10.3: <i>Demonstrate leadership in sustainability through City facility and operations management by reducing energy and GHG emissions, conserving water, reducing and diverting waste and enhancing ecosystems.</i>

* These ESS goals are also shared with the CEEP.

ESS AND CEEP 'BIG MOVES'

Green building policy is also directly supported in two key ESS/CEEP strategies designated as 'Big Moves' (priority strategies), as described below.

Table A5. Existing Code Compliance - Strategy and Suggested Actions in ESS and CEEP

	ESS	CEEP
"Build" (Buildings and Energy) goal	Buildings and infrastructure that have a positive impact on the environment.	
Strategy No.	6.1 (Big Move)	C3.1 (Big Move)
Strategy	Meet updated energy performance building code requirements for new buildings.	
Key Suggested Action	a) Explore working with designers, builders, energy professionals, industry and the province to identify opportunities to optimize building code compliance.	a) Explore ways to improve the skills and knowledge of professionals about energy efficiency requirements in the BC Building Code, for example supporting and promoting programs through BCIT, the Province, BC Hydro and APEGBC.
Quick Start	<i>14. Review issues and possible opportunities to improve compliance, such as with requirements for review of development proposals by an energy professional.</i>	

Table A6. Exceeding Code for Energy - Strategy and Suggested Actions in ESS and CEEP

	ESS	CEEP
"Build" (Buildings and Energy) goal	Buildings and infrastructure that have a positive impact on the environment.	
Strategy No.	6.2 (Big Move)	C3.2 (Big Move)
Strategy	Improve building design construction to meet higher standards of environmental performance.	
Key Suggested Action	c) Explore developing 'green building' policies and programs for new developments, exceeding minimum regulatory requirements, including energy and emissions reduction, water conservation, waste reduction, ecosystem enhancement and occupant health.	a) Consider policy approaches to encourage higher levels of energy efficiency than required in the BC Building Code, and reduced GHG emissions, in new larger (Part 3 BCBC) buildings, including: <ul style="list-style-type: none"> • alignment with the provincial Building Act and Step Code. • integration with existing City development application policy; • incentives such as grants for innovative projects.
		b) Same wording as above for Part 9 buildings (BCBC)
Quick Start	<i>15. Develop policy recommendations for encouraging higher performing buildings through the City's development application process, based upon provincial Step Code or other appropriate performance-based criteria.</i>	

APPENDIX B

BURNABY ENERGY EFFICIENT BUILDING EXAMPLES



Solo District: achieved ~50% greenhouse gas reduction with a low carbon geothermal heating/cooling system shared between buildings; system owned/operated by Fortis.



Discovery Green: rainwater harvesting; high efficiency (variable flow refrigerant) HVAC system VRF HVAC system; 43% reduction in energy use, 45% water reduction in water use; LEED™ Platinum Core and Shell rating.



UniverCity: University Trust-administered green building requirements for energy efficiency, water conservation, stormwater management, sustainable materials, landscaping. Neighbourhood energy utility owned/operated by Corix will supply low-carbon biomass heating/cooling. *All buildings since 2012 performing at average equivalent to Step 3 of Energy Step Code, with some buildings at Step 4.*



Strandberg-Legg Home (6336 Burns Av. Burnaby): built on homeowner initiative; LEED™ Gold and Energuide 84, equivalent to *Step 4 of Energy Step Code*.
<http://corostrandberg.com/about/coros-leed-gold-home/>



Harmony House (7990 Joffre Av. Burnaby): Net positive home, partially funded by CMHC Equilibrium program to demonstrate green approaches; grid-connected solar photovoltaic electricity, local materials, air source heat pumps. *Beyond Step 5 equivalent in Energy Step Code* <https://www.cmhc-schl.gc.ca/odpub/pdf/67567.pdf>

APPENDIX C

TECHNICAL REQUIREMENTS OF ENERGY STEP CODE FOR CLIMATE ZONE 4

Table C1. ESC requirements for Part 9 (single and two-family homes and small apartment) residential buildings

Step	Air Tightness (ACH ₅₀)	% Below Ref. House* OR Mechanical Energy Use (kWh/m ² /y)	Envelope Performance**	% better than BCBC
5	≤ 1.0	≤ 25 kWh/m ² /y	TEDI ≤ 15 kWh/m ² /y, or PTL ≤ 10 W/m ²	> 50%
4	≤ 1.5	40% below Ref. Hs, or ≤ 35 kWh/m ² /y	TEDI ≤ 25 kWh/m ² /y, or PTL ≤ 25 W/m ²	40%
3	≤ 2.5	20% below Ref. Hs, or ≤ 45 kWh/m ² /y	TEDI ≤ 40 kWh/m ² /y, or PTL ≤ 30 W/m ²	20%
2	≤ 3.0	10% below Ref. Hs, or ≤ 60 kWh/m ² /y	TEDI ≤ 45 kWh/m ² /y, or PTL ≤ 35 W/m ²	10%
1	testing req'd	Equal to Ref. Hs, or meet BCBC 9.26.5		0%

* Reference House modeled based on EnerGuide for Homes methodology

**TEDI: Thermal Demand Intensity; PTL: Peak Thermal Load

Table C2. ESC requirements for Part 3 (larger multi-family) residential buildings

Step	Energy Modeling & Air Tightness	Thermal E. Demand (KWh/m ² /y)	Tot. Energy Demand (KWh/m ² /y)
4	✓	15	100
3	✓	30	120
2	✓	45	130
1	✓	N/A	N/A

Table C3. ESC requirements for Part 3 Commercial/Office buildings

Step	Tot. Energy Demand (KWh/m ² /y)	Thermal E. Demand (KWh/m ² /y)
3	170	20
2	170	30
1	N/A	N/A

APPENDIX D

SUMMARY OF LOCAL GOVERNMENT RESPONSES TO
ENERGY STEP CODE TO DATE¹¹

Municipality (Status Approved or Consulting)	Initial (or pre-existing) Steps	Subsequent Steps
City of Vancouver	2018 and prior (see notes ¹²): <ul style="list-style-type: none"> Part 9 SF: Step 3+ Part 9 MURB (TH, low-rise): Step 3+ Part 3 woodframe: Step 3+ Rezoning policy <ul style="list-style-type: none"> Part 9 MURB (TH, low-rise): Step 4 Part 3 woodframe MURB: Step 4 Part 3 concrete MURB: Step 3 office/retail/hotel: Step 3 	2019: <ul style="list-style-type: none"> Office/retail (without rez): Step 2 2020: <ul style="list-style-type: none"> Part 3 concrete MURB (without rez): Step 3
City of North Vancouver	2018: <ul style="list-style-type: none"> Part 9 >1200 SF: Step 3 Part 9 <1200SF: Step 1 Part 3 residential: Step 2 /Step 3 with rez Moodyville (all buildings): highest steps 	TBD
District of North Vancouver	2018: <ul style="list-style-type: none"> Part 9 res: Step 3 (coach hs Step 3) Part 3 res: Step 2 / Step 3 with rez. Part 3 Commercial: Step 1 	TBD
District of West Vancouver	2018: <ul style="list-style-type: none"> Part 9 res: Step 3 (coach hs Step 1) Part 3 SF: Step 3 Part 3 MURB: Step 2 Part 3 Commercial: Step 2 	TBD
City of Richmond	2018: <ul style="list-style-type: none"> Part 9 SF: Step 1 Part 9 Townhouse: Step 3 Part 9 apt: Step 1 Part 3 MURB: Step 3 Part 3 commercial: Step 2 	2021: <ul style="list-style-type: none"> Part 9 SF: Step 3 Part 9 TH: Step 4 Part 9 apt: Step 3 2022: <ul style="list-style-type: none"> Part 3 MURB (wood): Step 3 or 4 Part 3 commercial: Step 3
City of Victoria	2018: <ul style="list-style-type: none"> Part 9 SF <1200 SF: Step 1 Part 9 (other): Step 1 Part 3: Step 1 	2020: <ul style="list-style-type: none"> Part 9 SF <1200SF: Step 2 Part 9 (other): Step 3 Part 3: Step 3
District of Saanich	2018: <ul style="list-style-type: none"> Part 9 SF <1200 SF: Step 1 Part 9 (other): Step 1 Part 3: Step 1 	2020: <ul style="list-style-type: none"> Part 9 SF <1200SF: Step 2 Part 9 (other): Step 3 Part 3: Step 3

¹¹ This summary is based on publicly shared information but may contain errors in interpretation.

¹² City of Vancouver has had energy efficiency requirements for various types of new development for a number of years. Vancouver has is not required to follow BCBC/ESC, however has adopted a Building Bylaw and policies with particular performance targets, which are summarized here in terms of ESC equivalency. Similarly, building types (Part 9/Part 3) are stated in equivalent to BCBC. Vancouver also has additional requirements to some building types including including carbon targets and (for large site rezoning) other green building requirements.

Local Governments that have notified the Province they are consulting on ESC but have not yet publicly stated proposed Step framework to date include:

- City of Surrey
- City of New Westminster
- Township of Langley
- District of Squamish
- City of Campbell River
- Capital Regional District
- Comox Valley Regional District
- City of Duncan
- District of North Saanich
- Resort Municipality of Whistler



MANAGER'S REPORT February 26, 2018

Unless otherwise noted, the departmental recommendations contained in this Manager's Report are approved and recommended by the City Manager to the Mayor and Council

HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL;

The following report is submitted for your consideration:

Item

01 DRINKING WATER CONSERVATION PLAN

PURPOSE: To inform Council of the amendments approved by Metro Vancouver to the Drinking Water Conservation Plan and request that Council direct the City Solicitor to amend the City's Waterworks Regulation Bylaw and Bylaw Notice Enforcement Bylaw.

02 METROTOWN DOWNTOWN PLAN 3925 KINGSWAY AND 5715 JERSEY AVENUE RESPONSE TO DELEGATION

PURPOSE: To respond to Mr. Fleming with information on the Metrotown Downtown Plan as it relates to the subject property at 3925 Kingsway and 5715 Jersey Avenue.

03 BURNABY FARMERS' MARKET – 4949 CANADA WAY

PURPOSE: To request Council approval for the 2018 Farmers' Market Season at Burnaby City Hall – north parking lot.

04 NAGAR KIRTAN PARADE – SATURDAY, 2018 APRIL 07

PURPOSE: To seek Council approval for the Nagar Kirtan Parade.

Item

05 ANNUAL YOUTH WEEK BLOCK PARTY

PURPOSE: To seek Council approval for a road closure.

**06 BUILDING PERMIT TABULATION REPORT NO. 1
FROM 2018 JANUARY 01 – 2018 JANUARY 31**

PURPOSE: To provide Council with information on construction activity as reflected by the building permits that have been issued for the subject period.

**07 REZONING REFERENCE #17-37
PRIVATE LIQUOR STORE**

PURPOSE: To seek Council authorization to forward this application to a Public Hearing on 2018 March 27.

Yours respectfully,



Dipak Dattani
City Manager (Acting)



Item
Meeting2018 Feb 26

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 February 21

FROM: DIRECTOR ENGINEERING **FILE:** 39500-00

SUBJECT: DRINKING WATER CONSERVATION PLAN

PURPOSE: To inform Council of the amendments approved by Metro Vancouver to the Drinking Water Conservation Plan and request that Council direct the City Solicitor to amend the City's Waterworks Regulation Bylaw and Bylaw Notice Enforcement Bylaw.

RECOMMENDATIONS:

1. **THAT** Council direct the City Solicitor to amend:
 - a. the Waterworks Regulation Bylaw, Schedule B, to implement the changes to the Drinking Water Conservation Plan, as outlined in Section 2.0 of this report; and
 - b. the Bylaw Notice Enforcement Bylaw to implement penalties for the restrictions in the updated Drinking Water Conservation Plan, add penalties for certain provisions in the Waterworks Regulation Bylaw and update the list of Screening Officers and Bylaw Enforcement Officers, as outlined in Section 3.0 of this report.
2. **THAT** a copy of this report be forwarded to the Sustainable City Advisory Committee.

REPORT**1.0 INTRODUCTION**

The Water Shortage Response Plan (WSRP) was originally developed in 1993 as a key action to conserve water, and was updated in 2004, 2011 and 2016. The WSRP is implemented by each of the Greater Vancouver Water District (GVWD) member municipalities through individual municipal bylaws. Burnaby incorporated the WSRP into its Waterworks Regulation Bylaw.

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As part of the most recent update, the WSRP has been renamed the Drinking Water Conservation Plan (DWCP). The purpose of this report is to inform Council of the amendments approved by Metro Vancouver and to request that Council direct the City Solicitor to amend the City's Waterworks Regulation Bylaw and Bylaw Notice Enforcement Bylaw in order to incorporate those amendments and additional updates.

2.0 AMENDMENTS TO THE DRINKING WATER CONSERVATION PLAN AND WATERWORKS REGULATION BYLAW

The GVWD Board approved the updated Drinking Water Conservation Plan in June 2017. Recent updates include seven key changes to the water use restrictions relating to the watering of lawns and landscapes, playing fields, and golf courses, and the operation of commercial car washes and pools. The changes reflect feedback received through consultation with local governments, the private sector, and the public, as well as the results of a technical analysis.

The key amendments approved by Metro Vancouver Board to the DWCP are:

- Stage 1 activation period

Former Plan: May 15 to October 15

Amendment: May 1 to October 15

- Lawn Watering

Former Plan: Three mornings per week in Stage 1

Amendment: Stage 1: Lawn watering two mornings per week

- Watering flowers, vegetables, planters, shrubs and trees

Former Plan: No restrictions in Stages 1 and 2

Amendment: Stages 1 and 2: Watering flowers, shrubs, and trees, excluding edible plants:

- *On any day from 4 am to 9 am for residential users and 1 am to 9 am for non-residential and governments/schools/parks users, if using a sprinkler*
- *On any day, at any time, if using a handheld hose, soaker hose, water container, or drip irrigation*

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- Watering soil-based and sand-based playing fields

Former Plan: No restrictions in Stages 1, 2 and 3

Amendment: *Watering of soil-based playing fields:*

- Stage 1: *On any day between 7 pm to 9 am, except if:*
 - *Watering newly over-seeded fields if in compliance with a local government permit*
 - *Operating under an approved local government water management plan*
- Stage 2: *No more than 4 days in a 7-day period between 7 pm to 9 am with the same exceptions as in Stage 1*
- Stage 3: *No more than 3 days in a 7-day period between 7 pm to 9 am with the same exceptions as in Stage 1*

Watering of sand-based playing fields:

- Stages 1 and 2: *On any day between 7 pm to 9 am, except if:*
 - *Watering newly over-seeded fields if in compliance with a local government permit*
 - *Operating under an approved local government water management plan*
- Stage 3: *No more than 5 days in a 7-day period between 7 pm to 9 am with the same exceptions as in Stage 1*

- Watering golf courses

Former Plan: Stage 2: Golf courses may water greens and tee areas normally; fairways may only be watered once weekly

Stage 3: Golf courses may water greens and tee areas at minimum levels required to maintain areas in usable condition; fairways may not be watered

Amendment: *Stage 2: Fairway watering 1 day in a 7-day period except if operating under an approved local government water management plan*

Stage 3: Fairway watering prohibited except if operating under an approved local government water management plan

- Commercial car washing

Former Plan: No restrictions in Stage 3

Amendment: *Stage 3: Commercial vehicle washing prohibited except for:*

- *A facility that installed an automatic vehicle wash system before November 1, 2017, is operating on a basic wash and rinse cycle only*

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- A facility that installed an automatic vehicle wash system after November 1, 2017, is operating using a water recycling system that achieves a minimum 60% water recovery rate over the full wash cycle
- A hand wash and self-service facility, is operating using high-pressure wands or brushes that achieve a maximum flow rate of 11.4 litres per minute
- Topping up or filling pools and hot tubs

Former Plan: Prohibited in Stage 3

Amendment: Stage 3: Topping-up or filling of pools and hot tubs is prohibited except for pools and hot tubs with a permit to operate in accordance with health authorities having jurisdiction over pool and hot tub regulation.

Following the previous practice of adopting the DWCP in municipal bylaws, staff support the revised changes and recommend that Council direct the City Solicitor to amend of the Waterworks Regulation Bylaw to implement the changes to the Drinking Water Conservation Plan. Schedule B of the Waterworks Regulation Bylaw is proposed to be replaced and additional procedures put in place to address permitting requirements for watering of over-seeded fields and water management plan requirements for golf courses, soil-based fields and sand-based fields.

The permitting requirements for over-seeded fields are proposed to be the same as the current permitting process for new lawn watering permits. An operator or owner of a golf course, soil-based playing field or sand-based playing field will continue to apply to the Director Engineering for approval of a Water Management Plan.

3.0 AMENDMENTS TO THE BYLAW NOTICE ENFORCEMENT BYLAW

As a result of the proposed changes to Schedule B of the Waterworks Regulation Bylaw to implement the updated DWCP, section references under the Bylaw Notice Enforcement Bylaw in respect to contraventions of water restrictions also need to be updated. The penalties will remain at \$150 for Stage 1 contraventions, \$250 for Stage 2 contraventions, \$350 for Stage 3 contraventions and \$500 for Stage 4 contraventions. Failing to post a Watering Permit in visible location or to comply with a Water Management Plan will have a \$100 penalty. Penalties for contravention of general prohibitions under the DWCP will be \$200.

Further to these changes, staff propose to add penalties for contraventions of certain other sections of the Waterworks Regulation Bylaw. Staff recommend that the following contraventions be included in the Bylaw Notice Enforcement Bylaw:

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Bylaw Section	Description The following fines apply to the contraventions below:	A1 Penalty Amount	A2 Discounted Penalty (within 15 days)	A3 Compliance Agreement Available (50% reduction)
Burnaby Waterworks Regulation Bylaw 1953				
5	Unauthorized work on City distribution system	500	400	NO
7	Unusual or unnecessary waste of water	100	80	YES
9	Failure to fix water leak in specified time	100	80	YES
12(1)	Operation or use of fire hydrant without approval	400	320	NO
13	Destroying, injuring or interfering with fire hydrant or other fixture	500	400	NO
14	Obstructing fire hydrant valve, stop cock or other fixture	500	400	NO
30	Unauthorized water use	400	300	YES
33(2)(b)	Failure to correct fault	300	240	YES
33(2)(c)	Failure to install a backflow preventer	300	240	YES
33(4)	Failure to maintain or test a backflow preventer	100	80	NO
34(4)	Breaking a seal on a meter bypass or bypassing a meter	500	400	NO

Staff further recommend that section 8 and 10 of the Bylaw Notice Enforcement Bylaw be amended to add and remove the following positions as screening officers and bylaw enforcement officers, respectively:

Section 8: Screening Officers

- Add:
 - Director, Public Safety and Community Services;
 - Manager, Engineering Development;
 - Traffic Technician I;
 - Traffic Assistant;
 - Environmental Technician;
 - Manager, Environmental Services;
 - Lead Water Conservation Officer;
 - Water Conservation Officer;
 - City Surveyor;

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- Assistant City Surveyor;
 - Senior Survey Technologist;
 - Legal Survey Technologist;
 - Engineering Survey Technologist and
 - Survey Assistant 2
- Remove Manager Contracts and Inspections (as position no longer exists)

Section 10: Bylaw Enforcement Officers

- Add:
 - Director, Public Safety and Community Services;
 - Animal Control Officer;
 - Manager, Engineering Development; Senior Transportation Engineer; Anti-Graffiti Coordinator; Traffic Technician I;
 - Traffic Assistant;
 - Environmental Technician;
 - Manager, Environmental Services;
 - Lead Water Conservation Officer;
 - Water Conservation Officer;
 - City Surveyor;
 - Assistant City Surveyor;
 - Senior Survey Technologist;
 - Legal Survey Technologist;
 - Engineering Survey Technologist and
 - Survey Assistant 2
- Remove Manager Contracts & Inspections and Animal Welfare Officers (as these positions no longer exist)

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Re: Drinking Water Conservation Plan
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4.0 CONCLUSION

The recently revised Drinking Water Conservation Plan will continue to support demand side management of drinking water during the summer months. The changes reflect feedback received through consultation with local governments, the private sector, and the public, as well as the results of a technical analysis. Staff support the amendments and request that Council direct the City Solicitor to bring forward bylaw amendments for the City's Waterworks Regulation Bylaw to implement the updated DWCP as well as make further amendments to the Bylaw Notice Enforcement Bylaw, as outlined in Sections 2.0 and 3.0 of this report.



Leon A. Goss, P.Eng., MBA
DIRECTOR ENGINEERING

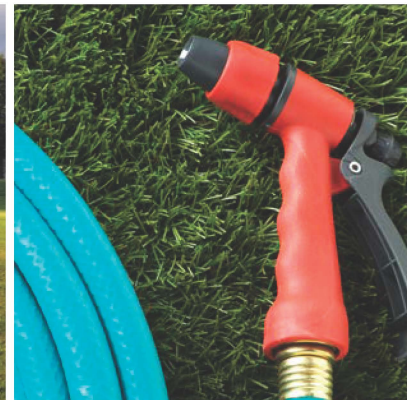
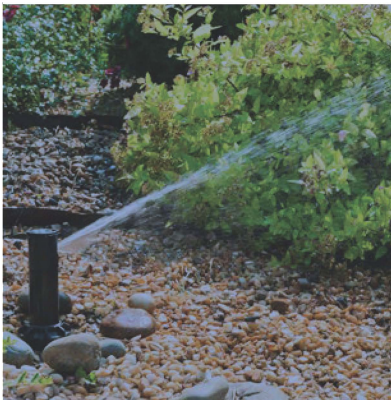
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Attachment

Copied to: Director Parks, Recreation & Cultural Services
Director Corporate Services
City Solicitor



Metro Vancouver Drinking Water Conservation Plan



Published date: This Plan is to come into force and take effect on November 1, 2017

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1 Overview of the Drinking Water Conservation Plan

The Greater Vancouver Water District (GVWD) was created and constituted under the provincial statute the *Greater Vancouver Water District Act*, to supply drinking water to the Metro Vancouver region. The GVWD is governed by an Administration Board (the Board) consisting of representatives from the local government members of the GVWD. The Board appoints a Commissioner (the GVWD Commissioner) who provides management and oversight of the activities of the GVWD. The GVWD operates under the name “Metro Vancouver”.

Metro Vancouver, working together with the local government members of the GVWD, provides clean, safe drinking water to the region’s population of 2.5 million. Metro Vancouver’s *Drinking Water Conservation Plan* (DWCP) is a regional policy developed with local governments and other stakeholders to manage the use of drinking water during periods of high demand, mostly during late spring to early fall, and during periods of water shortages and emergencies. The DWCP helps ensure our collective needs for drinking water are met affordably and sustainably now, and in the future.

There are two complementary documents to the DWCP. One is the Board’s *Drinking Water Conservation Policy* which describes: 1) the GVWD Commissioner’s decision-making process for activating and deactivating Stages of the DWCP; and 2) the implementation process for local governments.

The second complementary document is Metro Vancouver’s *Drinking Water Management Plan*, which sets out the following three goals:

1. Provide clean, safe drinking water.
2. Ensure the sustainable use of water resources.
3. Ensure the efficient supply of water.

The water restrictions, as outlined in the DWCP, provide regional direction for meeting Goal 2 – Ensuring the sustainable use of water resources.

The DWCP applies only to local government members of the GVWD and the use of drinking water from the GVWD’s water system. Jurisdictions that are not local government members of the GVWD are encouraged to follow the restrictions in the plan to help conserve drinking water and demonstrate leadership and consistency to water users across the region. The DWCP restrictions do not apply to the use of rain water, grey water, any forms of recycled water, or water from sources outside the GVWD water system. If water is supplied from an alternative source other than the GVWD water system, such users are encouraged to display signs indicating the alternative water source.

Underlying the development and implementation of the DWCP are the following four principles:

1. Recognize drinking water as a precious resource that must be conserved.
2. Maintain the environmental, economic vitality and health and safety of the region to the extent possible in the face of a water shortage.
3. Optimize available water supplies and reduce water use.
4. Minimize adverse impacts to public activity and quality of life for the region’s residents.

2 Metro Vancouver's role in ensuring the sustainable use of water resources

2.1 Managing the region's drinking water responsibly

Metro Vancouver is responsible for storing, treating and delivering clean, safe drinking water through its local governments to over 2.5 million people in the Metro Vancouver region of British Columbia.

Metro Vancouver's water system includes three watersheds and associated dams and reservoirs, treatment facilities, an extensive transmission system, plus the performance of related operational and maintenance tasks to manage this infrastructure.

Metro Vancouver distributes water to local government members on a cost recovery basis.

Local governments then deliver drinking water, through their infrastructure, directly to individual properties. All individual billing and enforcement of water use restrictions is undertaken by each respective local government.

Metro Vancouver manages the region's water system in accordance with Provincial regulations and Federal guidelines. In addition to meeting those regulations and guidelines, Metro Vancouver is responsible for developing long-range plans for managing the region's drinking water and operating the water system. The system is operated in alignment with priorities identified in Metro Vancouver's *Board Strategic Plan*, under the region's *Drinking Water Management Plan* and in consideration of the principles of sustainability through decision making that considers social, economic, and environmental values.



2.2 Water conservation in Metro Vancouver

Water conservation is a major component of Metro Vancouver's planning to ensure the sustainable use of water resources. Helping water users such as residents, businesses, schools, and local governments to use only what they need helps ensure an efficient and relatively cost effective water system.

Most precipitation in Metro Vancouver occurs between November and April. Dry summer months lead to an increase in water use, particularly for the outdoor uses described in the DWCP. Assisting water users to develop sustainable water use habits year round makes a significant difference in lowering daily demand and sustaining reservoir levels during dry months. Lowering demand through water conservation practices also defers the need to invest in expanding the infrastructure, even as the region's population grows by approximately 35,000 residents annually.

The DWCP describes the staged restrictions related to outdoor water use that water users should follow to:

- Prevent water from being wasted;

- Prepare for and respond to drought and emergency conditions;
- Ensure drinking water can be delivered to all users during the summer when rainfall levels are lowest and the demand for water is highest;
- Adapt to a changing climate;
- Support fish habitat and ecosystems;
- Minimize the costly expansion of the water system infrastructure; and
- Maintain adequate water pressure to keep the system operating safely and effectively.

More information on Metro Vancouver's water conservation initiatives, improvements and expansion to the delivery system, and planning for future water supply can be found at metrovancover.org.

3 Drinking Water Conservation Plan – Stages 1 through 4

Each stage of the DWCP is designed to reduce demand for drinking water through specific water restrictions which become more restrictive with higher stages. The following general restrictions apply to all stages of the plan in addition to the specific water restrictions contained in each stage:

- All hoses must have an automatic shut-off device
- Water must not unnecessarily run off on impermeable surfaces such as driveways, curbs, pathways, or gutters when watering lawns and plants
- Artificial playing turf and outdoor tracks must not be watered except for a health or safety reason
- Hoses and taps must not run unnecessarily
- Irrigation systems must not be faulty, leaking, or misdirected

In most cases, the stages of the plan will be activated in successive order, but they can also be activated immediately in any order.

Stage 1 reduces demand in summer months, and is automatically in effect on May 1 until October 15.

Stages 2 and 3, activated and deactivated by the GVWD Commissioner, are likely to be activated during unusually hot and dry conditions to maximize conservation.

Stage 4, activated and deactivated by the GVWD Commissioner during an emergency to immediately limit water use to essential needs only.

The decision to activate more restrictive stages of the DWCP is based on measured facts, reasoned predictions, and historical patterns, with a goal of ensuring the sufficient supply of water until the concerns that caused the more restrictive stages are over, typically in the early fall with the return of seasonal rainfall.

3.1 Stage 1 Water Restrictions

Stage 1 comes into effect automatically each year – on May 1 until October 15 – to prevent drinking water wastage and ensure water users employ efficient and effective watering practices.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Even-numbered civic addresses: on Wednesdays and Saturdays from 4 am to 9 am Odd-numbered civic addresses: on Thursdays and Sundays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 4 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Even-numbered civic addresses: on Mondays from 1 am to 6 am and on Fridays from 4 am to 9 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am and on Fridays from 4 am to 9 am
	Watering new lawns or lawns being treated for European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
GOVERNMENTS/ SCHOOLS/PARKS	Watering lawns and grass boulevards	Even-numbered civic addresses: on Mondays from 1 am to 6 am and on Fridays from 4 am to 9 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am and on Fridays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation

User	Water Use	Restriction
GOVERNMENTS/ SCHOOLS/PARKS	Watering soil-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Watering sand-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Flushing water mains	Prohibited

3.2 Stage 2 Water Restrictions

Stage 2 restrictions conserve drinking water to ensure the existing supply will last until the return of seasonal rainfall or until the water shortage situation is over. These restrictions are designed to conserve enough drinking water to avoid or delay moving to Stage 3 as long as possible.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Even-numbered civic addresses: on Wednesdays from 4 am to 9 am Odd-numbered civic addresses: on Thursdays from 4 am to 9 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 4 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> - For a health or safety reason - Preparing a surface for painting or similar treatment - Aesthetic cleaning by a commercial cleaning operation
	Topping up or filling aesthetic water features	Prohibited
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Even-numbered civic addresses: on Mondays from 1 am to 6 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
	Watering golf courses	Fairways watering anytime on any one day in a 7-day period, except if operating under an approved local government water management plan

User	Water Use	Restriction
NON-RESIDENTIAL	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> - For a health or safety reason - Preparing a surface for painting or similar treatment - Aesthetic cleaning by a commercial cleaning operation
	Topping up or filling aesthetic water features	Prohibited
GOVERNMENTS/SCHOOLS/PARKS	Watering lawns and grass boulevards	Even-numbered civic addresses: on Mondays from 1 am to 6 am Odd-numbered civic addresses: on Tuesdays from 1 am to 6 am
	Watering new lawns or lawns being treated for the European Chafer Beetle	Outside restricted lawn watering times if in compliance with a local government permit
	Watering trees, shrubs, and flowers excluding edible plants	On any day from 1 am to 9 am if using a sprinkler On any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation
	Watering soil-based playing fields	No more than 4 days in a 7-day period from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Watering sand-based playing fields	On any day from 7 pm to 9 am, except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Flushing water mains	Prohibited
	Operating water play parks and pools	Prohibited except water play parks with user-activated switches
	Topping up or filling aesthetic water features	Prohibited

3.3 Stage 3 Water Restrictions

Stage 3 restrictions respond to serious drought conditions, or other water shortage, and achieve further reductions in drinking water use by implementing a lawn watering ban and additional stricter measures.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	Local government permits issued in Stages 1 or 2 remain in effect until permit expires No new permits issued or renewed
	Watering trees, shrubs, and flowers excluding edible plants	Prohibited if using a sprinkler or soaker hose On any day at any time if using a handheld hose, water container, or drip irrigation
	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> - For a health or safety reason - Preparing a surface for painting or similar treatment by a commercial cleaning operation
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	Local government permits issued in Stages 1 or 2 remain in effect until permit expires No new permits issued or renewed
	Watering trees, shrubs, and flowers excluding edible plants	Prohibited if using a sprinkler or soaker hose On any day at any time if using a handheld hose, water container, or drip irrigation
	Watering golf courses	Fairways watering prohibited except if operating under an approved local government water management plan
	Washing impermeable surfaces	Prohibited except if: <ul style="list-style-type: none"> - For a health or safety reason

User	Water Use	Restriction
NON-RESIDENTIAL		<ul style="list-style-type: none"> - Preparing a surface for painting or similar treatment by a commercial cleaning operation
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited except for pools and hot tubs with a permit to operate in accordance with health authorities having jurisdiction over pool and hot tub regulation
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
	Commercial vehicle washing	Prohibited except if: <ul style="list-style-type: none"> - A facility that installed an automatic vehicle wash system before November 1, 2017, is operating on a basic wash and rinse cycle only - A facility that installed an automatic vehicle wash system after November 1, 2017, is operating using a water recycling system that achieves a minimum 60% water recovery rate over the full wash cycle - A hand wash and self-service facility, is operating using high-pressure wands or brushes that achieve a maximum flow rate of 11.4 litres per minute
GOVERNMENTS/SCHOOLS/PARKS	Watering lawns and grass boulevards	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	Local government permits issued in Stages 1 or 2 remain in effect until permit expires No new permits issued or renewed
	Watering trees, shrubs, and flowers	Prohibited if using a sprinkler or soaker hose On any day at any time if using a handheld hose, water container, or drip irrigation
	Watering soil-based playing fields	No more than 3 days in a 7-day period from 7 pm to 9 am except if: <ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Watering sand-based playing fields	No more than 5 days in a 7-day period from 7 pm to 9 am, except if:

User	Water Use	Restriction
GOVERNMENTS/SCHOOLS/PARKS		<ul style="list-style-type: none"> - Watering newly over-seeded fields if in compliance with a local government permit - Operating under an approved local government water management plan
	Flushing water mains	Prohibited
	Operating water play parks	Prohibited except water play parks with user-activated switches
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited except for pools and hot tubs with a permit to operate in accordance with health authorities having jurisdiction over pool and hot tub regulation
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety

3.4 Stage 4 Water Restrictions

Stage 4 is an emergency stage that limits both indoor and outdoor water uses as much as possible to ensure an adequate supply of drinking water for human consumption, use in firefighting and to protect the quality of drinking water within the water system for public health.

Stage 4 is activated based on the rare occurrence of a significant emergency, such as an earthquake, flood, wild land and interface fire, severe weather, or a prolonged regional power outage that causes significant impacts to the water system infrastructure (e.g. damage to major water transmission lines, pump stations, or treatment plants).

In addition to the following outdoor water restrictions, Metro Vancouver could request that industrial water users implement voluntary reductions or reschedule production processes that consume large amounts of water until Stage 4 is deactivated.

User	Water Use	Restriction
RESIDENTIAL	Watering lawns	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	All local government permits issued for lawn watering are invalidated
	Watering trees, shrubs, flowers and edible plants	Prohibited
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing impermeable surfaces	Prohibited except if ordered by a regulatory authority having jurisdiction for a health or safety reason
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
NON-RESIDENTIAL	Watering lawns (mixed-use buildings e.g. residential and commercial should follow Non-residential watering times)	Prohibited
	Watering new lawns or lawns being treated for the European Chafer Beetle	All local government permits issued for lawn watering are invalidated
	Watering trees, shrubs, flowers and edible plants	Prohibited

NON-RESIDENTIAL	Watering golf courses	Prohibited
	Washing impermeable surfaces	Prohibited except if ordered by a regulatory authority having jurisdiction for health or safety reason
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety
	Commercial vehicle washing	Prohibited
GOVERNMENTS/SCHOOLS/PARKS	Watering lawns and grass boulevards	Prohibited
	Watering new lawns or lawns being treated for European Chafer Beetle	All local government permits issued for lawn watering are invalidated
	Watering trees, shrubs, flowers and edible plants	Prohibited
	Watering soil-based playing fields	Prohibited
	Watering sand-based playing fields	Prohibited
	Flushing water mains	Prohibited
	Operating water play parks	Prohibited
	Topping up or filling aesthetic water features	Prohibited
	Topping up or filling pools and hot tubs	Prohibited
	Washing vehicles and boats	Prohibited except to clean windows, lights, mirrors, licence plates, and boat engines for safety

3.5 Stage activation

Stage 1 comes into effect automatically on May 1 until October 15 each year.

Stages 2, 3 and 4 are activated and deactivated by the GVWD Commissioner.

The following factors guide the GVWD Commissioner's decision to activate or deactivate stages of the DWCP:

- Available storage capacity of the Capilano and Seymour Reservoirs and alpine lakes;

- Water allocated to Metro Vancouver by BC Hydro from the Coquitlam Reservoir;
- Hydrologic forecasting parameters including temperature, rainfall, snowpack, and snowmelt;
- Seasonal water demand trends (measured and charted daily);
- User compliance with the restrictions; and
- Water transmission system performance and ability to deliver water during periods of high demand.

Once the GVWD Commissioner makes the decision to activate or deactivate a stage, all local governments are alerted within 24 hours, which triggers public notification and enforcement.

The GVWD Commissioner has the authority to activate, extend or deactivate stages at any time.

3.6 Public notification

Metro Vancouver and local governments are responsible for communicating information to water users about the restrictions in clear and plain language including:

- Providing public access to the restrictions in both a full and abbreviated version;
- Distributing communications materials;
- Promoting the annual start date of the restrictions;
- Notification of activation or deactivation of stages;
- Responding to queries; and
- Recording feedback for consideration in future reviews.

3.7 Monitoring and enforcement

Local governments incorporate the DWCP restrictions into local government bylaws, where each local government is responsible for monitoring and enforcing the restrictions in their communities. Local governments will ensure that their respective enforcement and penalties for violations of the water restrictions increase with each successive stage of the DWCP to reflect the severity of the situation requiring the activation of an advanced stage.

Local governments may use a variety of tools to promote and ensure bylaw compliance including educational materials, using verbal and written warnings, issuing tickets and imposing fines.

3.8 Updating the Drinking Water Conservation Plan

The DWCP is reviewed periodically to reflect population growth, climate change, new technologies and changes in water system infrastructure. Proposed changes are discussed with local governments responsible for plan implementation and enforcement, and with stakeholders. All updates are reviewed and approved by the Board.

4 Exemption for local governments for health and safety reasons

Metro Vancouver encourages all local governments to follow the watering restrictions in the DWCP to conserve water and demonstrate leadership. However, Metro Vancouver recognizes that local governments have important decisions to make regarding protecting public health and safety, and that certain circumstances may require the use of drinking water in a manner that is not consistent with the DWCP restrictions. Therefore, local governments have the authority to use water during any stage and are exempt from the restrictions in the DWCP for activities that are necessary for the purpose of protecting public health and safety. Examples include:

- Flushing water mains where a significant health or safety concern is identified;
- Washing down public spaces where significant health concerns are raised, or on the recommendation of the local health authority;
- Wetting forest and park perimeters or boulevards as part of a fire prevention strategy during extreme hot and dry weather, or on the recommendation of the local fire authority; and
- Protection of publicly funded infrastructure such as community playing fields or swimming facilities, on the recommendation of the city manager of the local government having jurisdiction.

5 Members of the Greater Vancouver Water District

The following are the members of the GVWD:

Village of Anmore	City of Maple Ridge	City of Port Moody
Village of Belcarra	City of New Westminster	City of Richmond
City of Burnaby	City of North Vancouver	City of Surrey
City of Coquitlam	District of North Vancouver	Tsawwassen First Nation
Corporation of Delta	City of Pitt Meadows	City of Vancouver
City of Langley	City of Port Coquitlam	District of West Vancouver
Township of Langley		

The Director representing Electoral Area A on the Metro Vancouver Regional District is a member of the GVWD Administration Board.

6 Glossary and terms

In the DWCP:

Aesthetic cleaning – means the use of water for cleaning when it is not for a health or safety reason.

Aesthetic water feature – means a fountain, pond, or other water feature that primarily serves an aesthetic purpose. It does not include ponds that contain fish.

Automatic shut-off device – means a device attached to a water hose that shuts off the supply of water automatically unless hand pressure is applied to operate the device.

Automatic vehicle wash system – includes:

- **Conveyor vehicle wash** – a commercial vehicle washing facility where the customer’s vehicle moves through an enclosed conveyance mechanism during the wash.
- **In-bay vehicle wash** – a commercial vehicle washing facility where the customer parks the vehicle inside a bay, and the vehicle remains stationary while a spray mechanism moves over the vehicle to clean it.

Basic wash and rinse cycle – means a process sequence in an automatic vehicle wash system that consists of a single wash stage followed by a single rinse stage and no additional processes or optional stages; typically this is the minimum level of service that a customer can select, where total water usage is less than 200 litres per vehicle.

Board – means the Administration Board of the GVWD.

Commercial cleaning operation – means a company, partnership, or person that offers commercial cleaning services, including pressure washing, window cleaning, and other similar building cleaning services, to the public for a fee.

Commercial vehicle washing – means commercial vehicle washing services offered to the public for a fee, but excludes car dealerships, fleet vehicle washing facilities, and charity car washes.

Drip Irrigation – means an irrigation system that delivers water directly to the root zone of the plant at a low flow rate through individual emission points (emitters) using droplets of water and excludes sprinkler irrigation systems, micro-spray systems, misting systems, and soaker hoses.

Edible plant – means a plant grown for the purpose of human consumption.

European Chafer Beetle – means an invasive insect pest whose larvae feed on the roots of grasses, causing serious damage to lawns. The Chafer Beetle larvae can be treated naturally using nematodes, which typically requires a moist lawn for a period of 2 to 3 weeks from the day of application.

Flushing water main – discharging water from a water main for routine maintenance such as water quality management and measurement of firefighting flow capacity.

Golf course – means the greens, tee areas, and fairways that are designed and maintained as playing surfaces for golf, but does not include rough areas or lawns that are not maintained as playing surfaces.

Governments/Schools/Parks – includes property zoned for local government, provincial, or federal uses including road rights of way, and school, college, and university uses.

GVWD – means the Greater Vancouver Water District.

GVWD Commissioner – the person that the Administration Board of the GVWD appoints as its Commissioner.

Hand wash and self-service facility – a commercial vehicle washing facility where the facility's staff wash the customer's vehicle, or the customer wash their own vehicles with spray wands and brushes.

Health and safety reason – means a precaution necessary to protect health and safety, including the removal of contaminants, bodily fluids, slip and fall hazards, controlling pests, and suppressing and controlling dust.

Impermeable surface – means a material added to the surface of the ground, or on the exterior of a building or structure that is impermeable to water, including but not limited to glass, wood, concrete, asphalt, paving stones, and other similar materials.

Lawn – means a cultivated area surrounding or adjacent to a building that is covered by grass, turf, or a ground cover plant such as clover, including areas such as boulevards, parks, school yards and cemeteries, but excluding golf courses, soil-based playing fields, and sand-based playing fields.

Local government – means the local government members of the GVWD.

New lawn – means a lawn that is newly established either by seeding or the laying of new sod or turf.

Non-residential – includes properties zoned for a permitted use other than a residential use, including commercial, industrial, and institutional uses, and including a property zoned for mixed residential and non-residential uses, but excluding governments/schools/parks.

Non-residential pool and hot tub – means a pool or hot tub permitted to be operated in accordance with health authorities having jurisdiction over pool and hot tub regulation, including pools and hot tubs operated by government agencies, hotels, multi-family strata corporations, and private clubs.

Odd-numbered civic address or Even-numbered civic address – means the numerical portion of the street address of a property, and in the case of multi-unit commercial or residential complex such as townhouses, condominiums or other strata-titled properties, means the numerical portion of the street address that is assigned to the entire complex, and not the individual unit number.

Over-seeded – means the application of grass seed on existing turf, typically in early fall or spring and may also include associated processes such as aeration, weeding, dethatching and fertilization, for the purpose of mitigating against grass thinning.

Residential – means a property zoned for single-family or multi-family residential use.

Residential pool and hot tub – means a residential pool or hot tub installed for the use of the occupants and guests of one single family dwelling or duplex and does not require a permit in accordance with health authorities having jurisdiction over pool and hot tub regulation.

Sand-based playing field – means a playing field that is constructed with a highly permeable sand-based root zone typically 30 to 40 centimetres deep over a drainage system with drain pipes bedded in gravel, and is designed and maintained to be playable year-round.

Soaker hose – means a garden hose or pipe with small holes that allow water to seep into the ground, to the roots of plants, discharging water through the entire length of its porous surface.

Soil-based playing field – means a playing field that is covered with grass, sod or turf that is designed and maintained to be played upon, or that is used for sporting or other community events and activities, but does not include lawns, golf courses, or sand-based playing fields.

Vehicle – a device in, on or by which a person or item is or may be transported or drawn on a highway or other roadway.

Water management plan – a plan proposed by the owner or operator of a golf course, soil-based playing field, and sand-based playing field operators and approved by the local government having jurisdiction. The plan sets out terms such as water use targets during the different stages of the DWCP, restrictions to reduce water use, and reporting requirements for the owner or operator.

Water play park – a recreational facility that is primarily outdoors, including spray pools and wading pools, spray parks, splash pads, and water slides.

Watering lawn – means applying water to a lawn with any device or tool including but not limited to a sprinkler, hose, mister, or drip irrigation.



Item
Meeting2018 February 26

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 February 21

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 71130 20
Reference: Metrotown Downtown Plan

**SUBJECT: METROTOWN DOWNTOWN PLAN
 3925 KINGSWAY AND 5715 JERSEY AVENUE
 RESPONSE TO DELEGATION**

PURPOSE: To respond to Mr. Fleming with information on the Metrotown Downtown Plan as it relates to the subject property at 3925 Kingsway and 5715 Jersey Avenue.

RECOMMENDATIONS:

1. **THAT** a copy of this report be sent to Mr. Fleming and the Strata Council of 3925 Kingsway and 5715 Jersey Avenue.
2. **THAT** Council receive this report for information.

REPORT**1.0 BACKGROUND**

At the 2018 February 05 Council meeting, Mr. Fleming appeared as a delegation to inquire about the subject property's land use and density potential under the Metrotown Downtown Plan.

Council requested that staff respond with information on the inquiry brought forward by Mr. Fleming. This report provides the requested information.

2.0 METROTOWN DOWNTOWN PLAN

The subject property is within the Central Park North neighbourhood of the Metrotown Downtown Plan, which was adopted by Council on 2017 July 24. The Plan designates the subject property for High Density Mixed-Use, using the RM4s: Multiple Family Residential District and the C2: Community Commercial District as guidelines (see *attached* Sketch #1).

The RM4s District allows for a maximum residential density of 3.6 Floor Area Ratio (FAR), which is inclusive of a 1.1 FAR amenity bonus that can be purchased from the City. The C2 District allows for a maximum commercial density of 1.3 FAR. In total, the subject property's maximum density under the High Density Mixed-Use (RM4s/C2) designation is 4.9 FAR.

To: City Manager
 From: Director Planning and Building
 Re: Metrotown Downtown Plan
 3925 Kingsway and 5715 Jersey Avenue
 2018 February 21 Page 2

In accordance with the Metrotown Downtown Plan, the commercial density designated for the subject property must be orientated towards its Kingsway frontage.

3.0 CHANGES FROM DRAFT METROTOWN PLAN

The subject property's adopted land use designation, as described in Section 2.0, was revised from the 2016 Draft Metrotown Downtown Plan. The Draft Plan designated a portion of the properties fronting the north side of Kingsway, from Smith Avenue to Barker Avenue, for High Density Mixed-Use, using the RM5s: Multiple Family Residential District and the C2: Community Commercial District as guidelines. The RM5s District allows for a maximum residential density of 5.0 FAR, which is inclusive of a 1.6 FAR amenity bonus. The area further setback from Kingsway was designated for High Density Residential, using the RM4s District as guidelines. As a result, the subject property was split by two designations: High Density Mixed-Use (RM5s/C2) and High Density Residential (RM4s).

In response to input received during the public consultation on the Draft Plan, the two designations intersecting properties on the north side of Kingsway were consolidated into one High Density Mixed-Use designation, using the RM4s District and C2 District as guidelines. As a result, the adopted Metrotown Downtown Plan designates the entirety of the subject property for High Density Mixed-Use (RM4s/C2).

This change increases the maximum commercial density that can be orientated towards the north side of Kingsway, which further supports the commercial and retail character envisioned. The change slightly reduces the residential density for the Central Park North Neighbourhood, which helps to address public concerns that were raised related to the preservation of sightlines towards Central Park from north Burnaby, and of the North Shore Mountains from Swangard Stadium.

Applying the one High Density Mixed-Use (RM4s/C2) designation for all properties fronting Kingsway, from Smith Avenue to Barker Avenue, provides clarity for the calculation of density for sites with varying sizes and lot assemblies.

It is important to note that the redevelopment of the subject property in line with the Metrotown Downtown Plan requires completion of a rezoning application. As part of the rezoning application, the applicant must prepare a suitable plan of development that details the land uses, density, building design, and landscaping for the site. This rezoning application must demonstrate consistency with the overall policy direction in the Metrotown Downtown Plan, and is ultimately subject to Council's approval.

4.0 CONCLUSION

This report presents information regarding the Metrotown Downtown Plan's policy direction for the subject property at 3925 Kingsway and 5715 Jersey Avenue. As stated above, the adopted Metrotown Downtown Plan designates the entirety of the subject property for High Density Mixed-Use, using the RM4s: Multiple Family Residential District and the C2: Community Commercial District as guidelines.

To: City Manager
From: Director Planning and Building
Re: Metrotown Downtown Plan
3925 Kingsway and 5715 Jersey Avenue
2018 February 21 Page 3

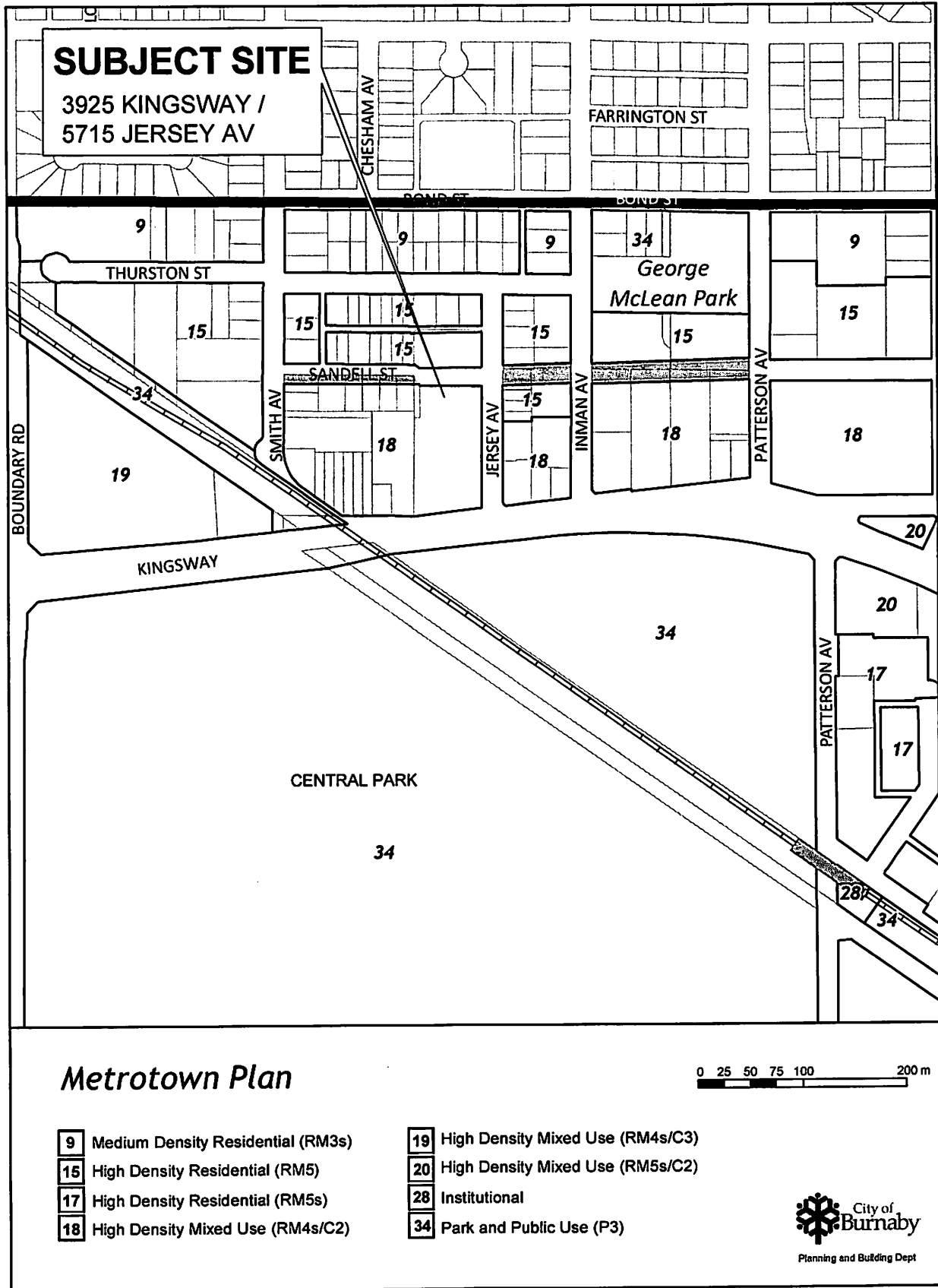
It is recommended that Council receive this report for information and a copy be sent to Mr. Fleming and the Strata Council of the subject property.


Lou Pelletier, Director
PLANNING AND BUILDING

JD:eb
Attachment

cc: City Clerk

P:\ENQUIRIES\K Streets\3925 Kingsway And 5715 Jersey Council Report 2018.02.26.Docx



Printed on February 15, 2018

Sketch #1



Item
Meeting2018 Feb 26

COUNCIL REPORT

TO: CITY MANAGER

DATE: 2018 February 6

FROM: DIRECTOR PUBLIC SAFETY AND
COMMUNITY SERVICES

SUBJECT: BURNABY FARMERS' MARKET - 4949 CANADA WAY

PURPOSE: To request Council approval for the 2018 Farmers' Market Season at Burnaby
City Hall - north parking lot.**RECOMMENDATION:**

1. **THAT** Council authorize staff to enter into a Licence Agreement with Artisan Farmers' Market Society, to operate a weekly market in the City Hall north parking lot for the 2018 summer season.

REPORT**1.0 BACKGROUND**

At their 2007 November 05 meeting, Burnaby Council endorsed the Farmers' Market concept as part of Council's initiatives to support locally grown produce and farmers. In support of this effort, Council authorized staff to pursue an amendment to the Burnaby Zoning Bylaw to create a new sub-zone of P2 (g) and to initiate a rezoning of the Burnaby City Hall north parking lot at 4949 Canada Way to permit a Farmers' Market at this location. Artisan Farmers' Market Society, a not-for-profit umbrella organization that coordinates locations and stalls for vendors, was granted an initial Licence Agreement by the City to operate the market. They have obtained Council approval to continue the seasonal operation every year thereafter. Burnaby Farmers' Market is one of 145 markets which belong to the British Columbia Association of Farmers' Markets.

The Society is once again seeking approval to operate the 2018 Seasonal Market from May 5th through October 27th, on Saturdays from 9:00am until 2:00pm. Special events are planned for each month of the Market Schedule:

May - Mother's Day Crafts	August - Great Zucchini Races
June - Father's Day Crafts	September – Dog Days
July 16 – Teddy Bears Picnic	October – Harvest Festival

To: City Manager
 From: Director Public Safety and Community Services
 Re: 2018 BURNABY FARMERS' MARKET
 4949 CANADA WAY

2018 February 6thPage 2

The market will also take part in province-wide activities including Farmer Appreciation Week and Organic Week. The Ministry of Agriculture is also providing a grant that will allow the market to host additional events focusing on #BuyBC that encourage children and seniors to attend the market by offering samples and activities.

The Market has become increasingly popular since it was initially launched. For 2018 the organizers are anticipating approximately 70 vendors that specialize in selling local products defined as having been made, baked, grown, or raised in British Columbia. In addition to the farmers selling food, prepared food vendors sell ready-to-eat food, as well as take-home-and-cook food selections. Customers park in the other parking rows of the main surface lot, while vendors park their personal vehicles in the surface lot beyond the City car compound.

On 2016 February 15th Council approved an amendment to the Burnaby Zoning Bylaw that allows an expansion of the uses permitted in the P2 (g) Assembly and Public Administration District to include the range of accessory uses now customarily found at farmers markets, including limited sales and sampling of BC produced liquor. Under the Liquor Control and Licensing Act licensed manufacturers may sell BC manufactured liquor and offer samples of beer, wine, cider and spirits subject to approval from market management and compliance with local bylaws. Licensing is obtained by the manufacturer, who must already possess an on-site store endorsement in order to obtain the necessary Farmers Market Authorization. Staff at the market stall must have "Serving it Right" Certification and must not be minors. Licensees may not charge for samples and sample sizes are restricted. Liquor was sold at the City Hall Farmers Market in 2017. A maximum of three liquor vendors will be participating in the 2018 market and the products could include cider, craft beer, wine and cordial. The 2018 Licence Agreement will reflect the permitted uses of the P2 (g) Zone.

The proposed fee for the 2018 Licence Agreement shall be seventy-five dollars (\$75.00) and there is no additional rent component to the Agreement. The operator will again be required to provide accessible portable washroom facilities onsite.

2.0 POLICY SECTION

The City's support of the Farmers Market aligns with the Corporate Strategic Plan by supporting the following goals and sub-goals:

A Connected Community

- Social connection
- Partnership

An Inclusive Community

- Create a sense of community

A Healthy Community

- Healthy life
- Healthy environment

To: City Manager
From: Director Public Safety and Community Services
Re: 2018 BURNABY FARMERS' MARKET
4949 CANADA WAY

2018 February 6thPage 3

To learn more about the City of Burnaby's Corporate Strategic Plan, please visit
www.burnaby.ca/CSP

3.0 RECOMMENDATION

It is recommended that Council authorize staff to enter into a Licence Agreement with Artisan Farmers' Market Society, to operate a weekly market in the City Hall north parking lot for the 2018 summer season.



Dave Critchley
Director Public Safety and Community Services

cc: Director Planning & Building (Attn. Mark Sloat)
City Solicitor

Attachment

ATTACHMENT #1 – Market Map



Burnaby Farmers Market
Location Map

Legend

-  Vendor Spaces
-  Future Vendors
-  Food Demo Tent
-  Seating Area
-  Food Trucks
-  Information Tent
-  Face Painting Tent
-  Music Tent
-  Book Exchange
-  Restroom
-  Recycling/Garbage
-  Handicap Parking
-  Parking
-  Access Flow



Item
Meeting2018 Feb 26

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 February 14

FROM: DIRECTOR ENGINEERING **FILE:** 38000-40

SUBJECT: NAGAR KIRTAN PARADE – SATURDAY, 2018 APRIL 07

PURPOSE: To seek Council approval for the Nagar Kirtan Parade.

RECOMMENDATIONS:

1. **THAT** Council approve the parade as discussed in this report.
2. **THAT** the coordinator of the event, Bill Basra, president of Shri Guru Ravidass Sabha, 7271 Gilley Ave, Burnaby, BC V5J 4W9, be sent a copy of this report.

REPORT

A request to use City Streets for the 11th annual Nagar Kirtan parade on Saturday, 2018 April 07 has been received from Bill Basra, president of Shri Guru Ravidass Sabha. Council approval is required by the Street & Traffic Bylaw.

1.0 ROUTING AND TRAFFIC CONTROL

This parade is unique in format compared to other parades in Burnaby. All other parades use the closure of one main road whereas the Nagar Kirtan utilizes six roads for their parade route. The use of rolling road closures ensures that inconvenience to residents, businesses and the motoring public is minimized. To safely accommodate the needs of residents, businesses and participants, an active role by the organizer and City staff is required.

The parade routing and proposed road closures are similar to previous years and are outlined on the attached map. The parade will assemble on the temple grounds located at 7271 Gilley Ave. The parade will start at 12 noon and head south on Gilley to Rumble, right on Rumble to Royal Oak, right on Royal Oak to Imperial, right on Imperial to MacPherson, right on MacPherson to Beresford and left on Beresford to return to the temple at approximately 6:00 pm.

To: City Manager
 From: Director Engineering
 Re: Nagar Kirtan Parade
 2018 February 14..... Page 2

The parade will make several temporary stops along the parade route. One temporary stop requires the closure of Dorset between Antrim and Sellers to better accommodate the anticipated pedestrian traffic.

The parade organizers will arrange for the delivery, installation and removal of all necessary traffic control equipment (i.e. barricades & traffic cones) and traffic control services at their cost. Engineering staff and RCMP will be monitoring traffic controls during the parade.

2.0 PARKING REMOVAL

Parking will be prohibited along the parade route between 11:00 am and 6:00 pm as required. City Bylaw officers will arrange for the removal of any vehicles left on the street during the restrictions. Vehicles will be ticketed and towed to Mundie's Towing at the owner's expense.

3.0 TRAFFIC SIGNAL OPERATIONS

All traffic signals along the parade route will remain in normal operation. Certified traffic control people will be stationed at all signalized intersections to control traffic operations as required during the parade and control the pedestrian crosswalk on Gilley at Beresford for the safety of the anticipated pedestrian traffic generated by the event.

4.0 TRANSIT OPERATIONS

Coast Mountain Bus Company has been informed of the upcoming parade and they will reroute and reschedule buses as required during the parade.

5.0 NOTIFICATION

The parade organizers will be providing a letter two weeks in advance of the parade to all affected businesses and residents and will be working closely with the community prior to the parade to minimize any potential problems. Organizers will also be advertising in the local newspapers and radio stations.

Large advance warnings signs will be installed on Imperial, Merritt, Royal Oak, Rumble, Gilley and Beresford by Friday, 2018 March 30 to forewarn the motoring public of the upcoming road closures and detour routes.

To: City Manager
 From: Director Engineering
 Re: Nagar Kirtan Parade
 2018 February 14..... Page 3

The organizers are aware that approval is subject to the following conditions:

1. That the parade be conducted under the supervision of one person as marshal or organizer.
2. That all participants be instructed to respect the rights and property of individuals encountered en route.
3. That the organizers are responsible for arranging for barricade volunteers and for the delivery, installation and removal of all necessary traffic control equipment and traffic control services.
4. That the parade schedule be adhered to minimize inconvenience to the public.
5. That the parade be covered with liability insurance in the amount of \$2 million with the City of Burnaby named as co-insured, and that the insurance policy include a thirty day cancellation notice and a cross liability clause.
6. That a signed copy of the "City of Burnaby Permit For Short Term Use And Occupancy Of City Lands" be received no later than one week prior to the event.



Leon A. Gous, P. Eng., MBA
 DIRECTOR ENGINEERING

SP/ac

Attachment

Copied to: Director Public Safety & Community Services
 RCMP – OIC Burnaby Detachment Chief Supt. Deanne Burleigh
 Fire Chief Joe Robertson
 BC Ambulance Special Operations via email EMSO@bcehs.ca
 Emergency Program Coordinator – Charmaine Pflugrath
 Fraser Health – Gordon Stewart, Manager
 300 – 4946 Canada Way Burnaby BC V5G 4H7

NAGAR KIRTAN PARADE - SATURDAY APRIL 7TH, 2018

ROAD CLOSURE	9:00am to 1:30pm 2:30pm to 6:00pm
ROAD CLOSURE	11:30am to 1:30pm
ROAD CLOSURE	12noon to 3:00pm
ROAD CLOSURE	1:00pm to 3:30 pm
ROAD CLOSURE	2:00pm to 4:00pm
ROAD CLOSURE	2:30pm to 5:00pm
ROAD CLOSURE	2:30pm to 6:00pm





Item
Meeting2018 Feb 26

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 February 21

FROM: DIRECTOR ENGINEERING **FILE:** 38000 40

SUBJECT: ANNUAL YOUTH WEEK BLOCK PARTY

PURPOSE: To seek Council approval for a road closure.

RECOMMENDATIONS:

1. **THAT** Council approve the road closure for the Annual Youth Week Block Party as outlined in this report.
2. **THAT** the coordinator of the event, Seth Cunningham, Youth Centre Supervisor – South Central Youth Centre, Burnaby Parks, Recreation and Cultural Services, 6749 Nelson Ave, Burnaby BC V5J 1C5 be sent a copy of this report.

REPORT

A request to use City streets for an Annual Youth Week Block Party on Saturday, 2018 May 05 between 12 noon and 4:00pm has been received from Seth Cunningham, Youth Centre Supervisor – South Central Youth Centre, Burnaby Parks, Recreation and Cultural Services. Council approval is required by the Street & Traffic Bylaw.

The South Central Youth Centre offers a wide range of programs and services to youth aged 10 – 18 years old of diverse cultures living in Burnaby. This annual Block Party is a public event that further promotes their work in building welcoming and inclusive neighbourhoods. Between 200 and 400 participants are expected to attend this year's event. In addition to a barbecue, the event will have sporting events and interactive games such as a basketball tournament, an obstacle course and a variety of information displays from their partnering agencies such as Cameray Centre, Purpose Society and the Hub, Odyssey 1, RCMP, Burnaby Firefighters, Burnaby Public Library, St. Leonard's Family and Community Services and Immigrant Services Society.

The Parks Youth Centre is requesting the closure of Jubilee Avenue from Nelson Avenue to Imperial Street (see *attachment*) on Saturday, 2018 May 05 between 9:00 am and 5:00 pm to ensure a safe and relaxing environment for all participants. The Youth Centre has consulted with all of the businesses on Jubilee Avenue and they are supportive of this request. Parking will be removed on Jubilee Avenue for the event. The organizer will be allowing access and parking for the employees of the neighbouring businesses on Jubilee Avenue.

To: City Manager
From: Director Engineering
Re: ANNUAL YOUTH WEEK BLOCK PARTY
2018 February 21..... Page 2

As this is a City event, liability insurance is not required.

The organizers are aware that approval is subject to the following conditions:

1. That the road closure be conducted under the supervision of one person as marshall or organizer.
2. That all participants be instructed to respect the rights and property of the individuals encountered en route.
3. The barricades remain in place and will be manned at all times during the road closure.

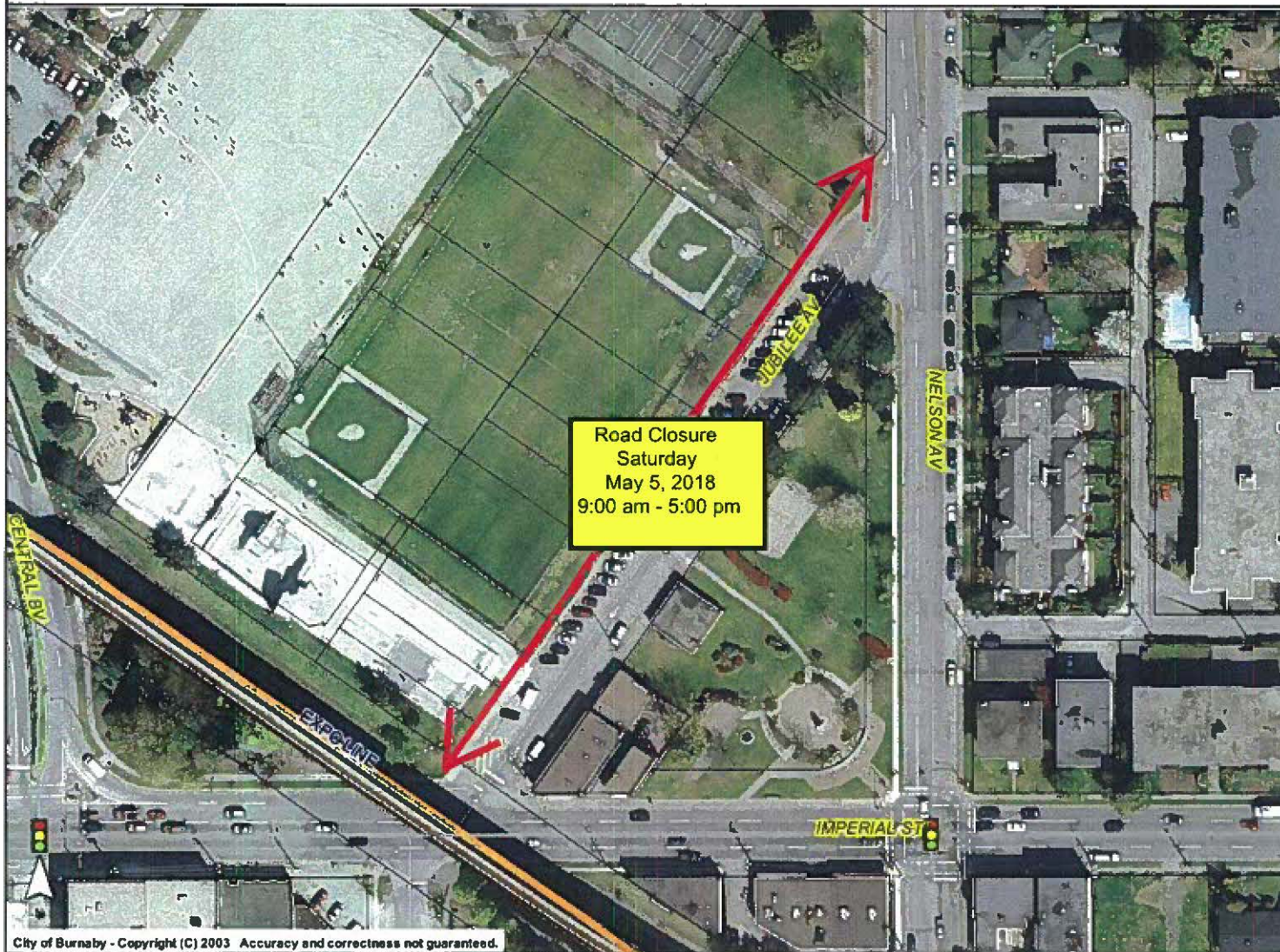


Leon. A. Gous, P. Eng., MBA
DIRECTOR ENGINEERING

SP/ac

Attachment

Copied to: Director Public Safety & Community Services
RCMP – OIC Burnaby Detachment Chief Supt. Deanne Burleigh
Fire Chief Joe Robertson
BC Ambulance Special Operations via email EMSO@bcehs.ca
Emergency Program Coordinator – Charmaine Pflugrath



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Map Scale
1 : 1500



Item
Meeting2018 February 26

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 FEBRUARY 05

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 49000 05
Reference: Bldg. Tab Rpt

**SUBJECT: BUILDING PERMIT TABULATION REPORT NO. 1
 FROM 2018 JANUARY 01 – 2018 JANUARY 31**

PURPOSE: To provide Council with information on construction activity as reflected by the building permits that have been issued for the subject period.

RECOMMENDATION:

1. **THAT** this report be received for information purposes.

REPORT

Attached is Report No. 1 of the Building Permit Tabulation for the period **FROM 2018 January 01 TO 2018 January 31.**

This is for the information of Council.


 Lou Pelletier, Director
 PLANNING AND BUILDING

 PS:jw
Attachment

cc: Director Finance

Building Permit Tabulation Report

This Period	Total Permits			New Buildings			Alterations or Repairs		
	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period
single family	35	\$12,602,930	33.15%	20	\$11,780,730	30.99%	15	\$822,200	2.16%
two family	3	\$1,716,461	4.51%	3	\$1,716,461	4.51%	0	\$0	0.00%
multi family	10	\$13,943,500	36.68%	2	\$12,500,000	32.88%	8	\$1,443,500	3.80%
commercial	46	\$7,907,234	20.80%	1	\$452,000	1.19%	45	\$7,455,234	19.61%
industrial	15	\$1,847,668	4.86%	0	\$0	0.00%	15	\$1,847,668	4.86%
public	0	\$0	0.00%	0	\$0	0.00%	0	\$0	0.00%
demolition	33			33					
Period Total	142	\$38,017,792	100%	59	\$26,449,191	69.57%	83	\$11,568,602	30.43%

Year to Date	Total Permits			New Buildings			Alterations or Repairs		
	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period
single family	35	\$12,602,930	33.15%	20	\$11,780,730	30.99%	15	\$822,200	2.16%
two family	3	\$1,716,461	4.51%	3	\$1,716,461	4.51%	0	\$0	0.00%
multi family	10	\$13,943,500	36.68%	2	\$12,500,000	32.88%	8	\$1,443,500	3.80%
commercial	46	\$7,907,234	20.80%	1	\$452,000	1.19%	45	\$7,455,234	19.61%
industrial	15	\$1,847,668	4.86%	0	\$0	0.00%	15	\$1,847,668	4.86%
public	0	\$0	0.00%	0	\$0	0.00%	0	\$0	0.00%
demolition	33			33					
Period Total	142	\$38,017,792	100%	59	\$26,449,191	69.57%	83	\$11,568,602	30.43%

Previous Construction Totals (Year to Date)			Other Permits			New Dwelling Units		
	No. of Permits	Value		This period	YTD		This period	YTD
2017	147	\$79,169,634	Electrical	261	261	SFD	20	20
2016	150	\$30,479,141	Plumbing	109	109	Duplex	6	6
2015	155	\$52,957,344	Gas	140	140	Coop 1-4 storey	0	0
			Heating	37	37	Coop 4+ storey	0	0
			Sprinkler	20	20	Rental 1-4 storey	0	0
						Rental 4+ storey	0	0
						Strata 1-4 storey	0	0
						Strata 4+ storey	0	0
			Total	567	567	Total	26	26

Previous Construction Totals (Year End)		
2017	1649	\$1,051,685,049
2016	1799	\$819,492,990
2015	1774	\$879,352,602
2014	1737	\$698,524,017
2013	1674	\$674,683,580

* Note : Figures for demolition include all building types and structures.

Chief Building Inspector:



Date: February 01, 2018



Item
Meeting 2018 February 26

COUNCIL REPORT

TO: CITY MANAGER 2018 February 21

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: REZONING REFERENCE #17-37
Private Liquor Store

ADDRESS: Unit #18 – 5901 Broadway (see *attached* Sketch #1)

LEGAL: Lot 19 Except: Part Subdivided By Plan 67600; District Lot 130 Group 1 NWD Plan 21055

FROM: C1 Neighbourhood Commercial District

TO: CD Comprehensive Development District (based on C1 Neighbourhood Commercial District and C2h Community Commercial District and in accordance with the development plan entitled “Jak’s Liquor Store” prepared by David Wong with WHG Design)

APPLICANT: Jak’s Beer, Wine, Spirits
Attention: Mike McKee
170 – 5665 Kingsway
Burnaby, BC V5H 2G4

PURPOSE: To seek Council authorization to forward this application to a Public Hearing on 2018 March 27.

RECOMMENDATIONS:

1. **THAT** a Rezoning Bylaw be prepared and advanced to First Reading on 2018 March 12 and to a Public Hearing on 2018 March 27 at 7:00 p.m.
2. **THAT** the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a suitable plan of development.
 - b) The granting of Section 219 Covenants, including but not necessarily limited to ensuring that operating hours are maintained as described in Section 3.2.3 of this

To: City Manager
 From: Director Planning and Building
 Re: REZONING REFERENCE #17-37
 2018 February 21..... Page 2

report, permitting only C1 Commercial District and Licensee Retail Store (LRS) uses; and prohibiting the sale of any cannabis products.

- c) The provision of any necessary statutory rights-of-way, easements and/or covenants.

REPORT

1.0 REZONING PURPOSE

The purpose of the proposed rezoning bylaw amendment is to permit a license retail store (LRS) within an existing commercial shopping centre.

2.0 BACKGROUND

- 2.1 The subject tenant space is located within an established neighbourhood shopping centre, which includes surface parking, situated on the northwest corner of Broadway and Fell Avenue. There are currently 15 active business licences issued for the property, which include a supermarket, five restaurants, two aestheticians, a salon, a barbershop, a fishing tackle store, a trophy store, a florist, an insurance company, and a dollar store. The proposed liquor store, located on the eastern end of the shopping centre next to a hair salon, was previously occupied by a bank.

The subject tenant space is located within the Parkcrest-Aubrey residential neighbourhood, with R2 Residential District properties located to the north across the lane, to the east across Fell Avenue, and to the south across Broadway. Immediately east of the subject property are R5 Residential District properties. Vehicular access to the site is from both Broadway and Fell Avenue.

- 2.2 The subject site is located half a block north of the Holdom Mixed-Use Community Plan area and half a block northeast of the Brentwood Town Centre Plan boundary. The Residential Policy Framework of the Burnaby Official Community Plan (OCP) identifies the subject area as a future Urban Village.
- 2.3 On 2006 May 08, Council adopted a Liquor Store Location Framework ("Framework") for Burnaby, along with the Guidelines for Assessing Rezoning Applications for Liquor Stores. The Framework divides the City into four quadrants based on the Town Centres, in order to ensure a balanced distribution of liquor stores throughout the City. Principal objectives of the Framework include the establishment of a Liquor Distribution Branch (LDB) Signature Liquor Store in each Town Centre prior to the establishment of smaller LDB and private liquor stores, or Licensee Retail Stores (LRS) in the respective quadrants. The Framework also prioritized the establishment of LDB stores in the Big

To: City Manager
 From: Director Planning and Building
 Re: REZONING REFERENCE #17-37
 2018 February 21..... Page 3

Bend Community Plan area and at the Kensington Shopping Centre which are in operation. The purpose of these objectives is to offer equity and certainty for consumers throughout the City in terms of product availability, convenience and stable pricing.

- 2.4 On 2017 October 02, Council received the report of the Planning and Building Department concerning the subject rezoning and authorized the Department to continue to work with the applicant with the understanding that a further and more detailed report would be submitted at a later date. The applicant has now submitted a plan of development suitable for presentation at a Public Hearing.
- 2.5 On 2018 January 29, Council received a report from the Planning and Building Department recommending advancement to a Public Hearing for the subject rezoning application. Council referred the item back to staff until such time that the Provincial Government has determined the distribution model for non-medical (recreational) cannabis sales. On 2018 February 05, the Provincial Government announced that, in preparation for the federal government's legalization of non-medical cannabis in July 2018, the Liquor Control and Licensing Branch (LCLB) will be responsible for licensing and monitoring the retail sector in B.C. using a mixed public/private model. At this time, it is anticipated that non-medical cannabis retail stores would be self-contained businesses operated in a completely separate location from any liquor and/or tobacco sales. Under this Provincial Government distribution model for non-medical cannabis sales, the applicant would not be permitted to sell cannabis at the proposed LRS on the subject property.

Regardless, it should be noted that on 2018 February 01, prior to the Provincial Government announcement about the non-medical cannabis distribution model, the applicant indicated in writing that they would not retail cannabis at the proposed LRS and would add a restrictive covenant to the subject property preventing the sale of any cannabis products. Martello Property Services Inc., the asset and property managers of the subject property, confirmed in writing on 2018 January 31 that the sale of cannabis on the subject property would not be permitted by any tenants and that they are prepared to alter the lease for Jak's to reference a restrictive covenant preventing the sale of any cannabis products. A Section 219 Covenant would prohibit the sale of any cannabis products on the subject property and therefore satisfy concerns raised. As this responds to the concern raised, this report seeks authorization to forward the application, with the addition of a pre-requisite condition for a Section 219 Covenant on the prohibition of the sale of cannabis products, to a Public Hearing.

3.0 GENERAL COMMENTS

- 3.1 The applicant is seeking to rezone Unit #18, a 286.61 m² (3,085 sq. ft.) commercial retail unit (CRU) within the shopping centre from the C1 Neighbourhood Commercial District to the CD Comprehensive Development District (based on C1 Neighbourhood

To: City Manager
 From: Director Planning and Building
 Re: REZONING REFERENCE #17-37
 2018 February 21..... Page 4

Commercial District and C2h Community Commercial District guidelines) in order to permit the establishment of an LRS (see *attached* Sketch #1). The proposed use is located within the eastern most CRU in the shopping centre. Under the proposed amendment, the subject unit would retain the underlying C1 District zoning, in addition to the proposed C2h District zoning, in order to allow future reversion of the unit to C1 District uses should the private liquor store use cease to operate.

The applicant is seeking rezoning in order to open a new LRS, Jak's Beer Wine and Spirits. The applicant currently owns eleven private liquor stores in BC, including Jak's Burnaby at 5665 Kingsway, located about 7 km (4.3 miles) from the proposed new site location.

- 3.2 The Liquor Store Location Framework contains Guidelines for Assessing Rezoning Applications for Liquor Stores, including locational, store size, and operational criteria. The following subsections review the consistency of the proposed development with these criteria:

3.2.1 Locational Criteria

The locational criteria for liquor stores require establishment of an LDB Signature Store in a Town Centre prior to establishment of smaller supporting LDB stores or LRSs in the same quadrant. In the City's northwest quadrant, which includes the subject site, the locational criteria require the establishment of an LDB Signature Store in the Brentwood Town Centre area. This criteria has been met as the Solo Liquor Store (4455 Skyline Drive) and was approved as an LDB Signature store under the Rezoning Reference #13-22.

Additional locational criteria require that supporting LRSs are a component of an established or new commercial service centre (Town Centre, Urban Village, or Neighbourhood Centre as outlined in the OCP). The proposed LRS location is part of an established commercial development which, as indicated above, is identified for future Urban Village uses in the OCP.

Further locational criteria require that there is a reasonable distribution of both LDB liquor stores and LRS stores. The Bainbridge Liquor store (7000 Lougheed Highway), located in the Bainbridge Urban Village, is located approximately 1.75 km (1.1 miles) away from the proposed LRS, the Bottle Jockey Liquor Store (#107-1899 Rosser Avenue) and the Solo Liquor Store (4455 Skyline Drive) are both located in the Brentwood Town Centre area approximately 2 km (1.2 miles) away and the Kensington Liquor store (6512 Hastings Street) is located in the Lochdale Urban Village approximately 2.7 km (1.7 miles) away. As such, there is a reasonable distribution of both LDB and LRS liquor stores within this area of Burnaby.

To: City Manager
 From: Director Planning and Building
 Re: REZONING REFERENCE #17-37
 2018 February 21..... Page 5

Other locational criteria require appropriate relationships between a proposed liquor store and the following uses:

- private and public schools, particularly secondary schools;
- adjacent residential dwellings and parks; and,
- other potential sensitive uses (e.g. cabarets, child care centres).

The proposed LRS is located in the end unit of a small shopping centre and is oriented to the south towards the surface parking lot, and not towards any of the residential dwellings. Parkcrest Elementary School is located approximately 330 m (0.2 miles) north of the subject site, Burnaby North Secondary School is located approximately 1.5 km (0.9 miles) away and Broadway Woolwich Park is located more than 350 m (0.2 miles) away. There is a bowling alley and billiards with Liquor Primary licensing (Revs Burnaby), located approximately 415 m (0.3 miles) east of the site. There are two family childcare centres (6100 Broadway and 6050 Halifax Street) located 175 m (574 ft.) and 275 m (902 ft.), respectively, from the site, and one in-home multi-age child care facility (5530 Halifax Street) located approximately 500 m (0.3 miles) from the subject property.

Given the modest size of the proposed LRS and its integration into an established commercial development, the opportunity for nuisance behaviours, such as public drinking, panhandling or loitering, is considered low. As such, the proposed LRS is not expected to pose a conflict with nearby uses, neighbouring residential dwellings, or parks.

Proposals must also provide adequate vehicular and pedestrian circulation, and allow for safe and convenient vehicular access to the site, without causing undue traffic impacts on the surrounding area. Vehicular access to the subject site is from both Fell Avenue and Broadway, with no additional parking being generated as a result of the proposed LRS use. The site thus provides adequate vehicular access, as required by the locational criteria. Sidewalks are provided along Broadway and the site is located approximately 50 m (164 ft.) from a bus stop located on Broadway at Fell Avenue.

3.2.2 Store Size Criteria

The proposed LRS, at 286.61 m² (3,085 sq. ft.), does not exceed the maximum store size criteria of 418.06 m² (4,500 sq. ft.).

3.2.3 Operational Criteria

Operational criteria include appropriate hours of operation, which must be formalized through registration of a Section 219 Covenant. The guidelines anticipate that the hours for LDB Signature Stores in Town Centres will be longer and later than smaller stores; they also require that the general pattern of operating hours of nearby commercial

To: City Manager
 From: Director Planning and Building
 Re: REZONING REFERENCE #17-37
 2018 February 21..... Page 6

businesses be considered. The LCLB permits LRS establishments to be open from 9:00 am to 11:00 pm, seven days a week, with hours further regulated by the city.

At the subject site, the other tenant spaces are occupied by a variety of businesses with varying hours, none of which are open past 9:00 pm. The applicant initially indicated the proposed hours of operation would be 9:00 am to 11:00 pm, seven days a week but has been informed that hours would be limited to 9:00 am to 9:00 pm, in order to be more consistent with the hours of the other existing tenants. To ensure that the proposed hours are maintained, it is recommended that, as a condition of the Rezoning approval, the operating hours be established under a Section 219 Covenant.

The Guidelines also recommend that, for safety and security purposes, a minimum of two employees be present at all times and video surveillance systems be installed. The applicant has indicated that these measures will be undertaken.

- 3.3 As the subject rezoning application is for a change of use, no servicing is required.
- 3.4 Section 219 Covenants including but not limited to ensuring that the hours of operation are maintained as described in Section 3.2.3, to permitting only C1 Commercial District and LRS uses and to prohibiting the sale of any cannabis products.
- 3.5 A Statutory Right-of-Way on the subject site for future construction of a bus pad and shelter, adjacent to the existing bus stop on Broadway, as necessary.
- 3.6 Given there is no additional gross floor area proposed as part of the subject rezoning application, the GVS&DD Sewerage Charge does not apply to this rezoning.

4.0 DEVELOPMENT PROPOSAL

- 4.1 Lot Area (no change) - 17,036.54 m² (183,380 sq. ft.)
- 4.2 Gross Floor Area (no change)
 - Entire building - 2,332.70 m² (25,109 sq. ft.)
 - Unit #18 - 286.61 m² (3,085 sq. ft.)
- 4.3 Height (no change) - 1 storey
- 4.4 Parking (no change) Required/Provided
 - Entire building - 133 spaces

To: City Manager
 From: Director Planning and Building
 Re: REZONING REFERENCE #17-37
 2018 February 21..... Page 7

4.5	<u>Loading (no change)</u>	<u>Required/Provided</u>
	Entire building	- 3 spaces


 Lou Pelletier, Director
 PLANNING AND BUILDING

KL:eb
Attachment

cc: Director Engineering
 Director Public Safety and Community Services
 Officer-in-Charge, RCMP, Burnaby Detachment
 City Solicitor
 City Clerk

P:\49500 Rezoning\20 Applications\2017\17-37 18 - 5901 Broadway\Council Report\Rezoning Reference 17-37 PH Report 2018.02.26.docx



DATE: JAN 02 2018

SCALE: 1:2,000

DRAWN BY: AY

**REZONING REFERENCE #17-37
PORTION OF 5901 BROADWAY**



Subject Site

Sketch #1

CITY OF BURNABY

BYLAW NO. 13843

A BYLAW to authorize the construction of certain
local area service works upon petition

WHEREAS Council has received a petition to construct the local area service works hereinafter described and the City Clerk has certified that said petition is sufficient;

AND WHEREAS it is expedient to authorize the said works to proceed in the manner hereinafter provided;

AND WHEREAS the lifetime of the said works is twenty years;

AND WHEREAS the estimated cost of the said works is \$9,900.00;

AND WHEREAS the share or portion of the cost of the said works that should be borne by the parcels of land that abut or are deemed to abut on the said works is \$7,833.00 (present value);

AND WHEREAS the City's share or proportion of the cost of the said works is \$2,067.00;

AND WHEREAS the special charges should be made payable as parcel taxes in five annual installments;

AND WHEREAS the total amount proposed to be borrowed under this Bylaw, namely \$2,067.00, does not exceed the total amount of borrowing approved by the Inspector of Municipalities for local area service purposes less the amount already borrowed under such authorization;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY LOCAL AREA SERVICE CONSTRUCTION (PROJECT NO. 18-701) BYLAW NO. 2, 2018.**
2. The Council of the City of Burnaby is hereby authorized and empowered to construct as a local area service under the provisions of Division 5, Part 7 of the *Community Charter* all necessary works for the purpose of removing and replacing of boulevard trees on Eglinton Street from Royal Oak Avenue to East Property Line 5268 Eglinton Street.
3. The Clerk is authorized and empowered to cause a contract for the construction of the said works to be made and entered into with some person or persons, firm or corporation, subject to the approval of Council to be declared by resolution.
4. The special charges shall be paid by five annual installments.
5. The Assessor shall forthwith prepare a parcel tax roll in respect of the said works pursuant to section 202 of the *Community Charter* based upon the taxable frontage of each parcel and in accordance with the provisions of Bylaw No. 8417. For the purposes of this Bylaw, the taxable frontage of a parcel shall mean the actual distance that it abuts on the work or highway, subject to the rules set out in section 4 of Bylaw No. 8417.

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Reconsidered and adopted this	day of	2018

MAYOR

CLERK

P:\42000 Bylaws\42000-20 Bylaws\Local Area Service Construction Bylaw - expenditure bylaw to follow upon final adoption\13843.No 2, 2018 project 18-701 resident initiated.doc

CITY OF BURNABY**BYLAW NO. 13844**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$60,276,943.45 as at the 31st day of December 2017, calculated as follows:

Balance in Fund at January 1, 2017	\$79,732,451.98
Add: Additions to the fund including interest earned to date	<u>\$80,647,740.61</u>
	\$160,380,192.59
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-39), less GST	\$94,182,961.00
Appropriated by expenditure bylaws for 2018 (No. 1-3), less GST	\$4,116,000.00
Appropriations for 2017 Other Projects less GST	\$1,649,900.00
Transfer of Prior Year Bylaw Projects less GST	\$35,000.00
Appropriations in previous years booked in current year	\$119,388.14
	<u>\$ (100,103,249.14)</u>
Uncommitted balance	<u>\$ 60,276,943.45</u>

AND WHEREAS it is deemed desirable to expend \$2,704,000 to finance the 2018 February Engineering Capital Infrastructure Bylaw Funding Request - Infrastructure (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO. 4, 2018.**
2. The sum of \$2,704,000 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$2,704,000 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Reconsidered and adopted by Council this	day of	2018

MAYOR

CLERK



INTER-OFFICE COMMUNICATION

TO: CITY CLERK 2018 February 21

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #16-51**
BYLAW #13754; AMENDMENT BYLAW NO. 20/17
High-Rise Apartment (Tower 2) in the Lougheed Town Centre Phase I Site
Lougheed Town Centre Plan
Third Reading

ADDRESS: Portion of 9855 Austin Road

LEGAL: Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans BCP5531 and EPP10716

FROM: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

TO: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre – Phase 1 Tower 2" prepared by GBL Architects Inc.)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2017 May 15;
- b) Public Hearing held on 2017 May 30; and,
- c) Second Reading given on 2017 June 12.

The prerequisite conditions have been partially satisfied as follows:

- a) The submission of a suitable plan of development.
 - *A virtually complete suitable plan of development has been submitted. A few remaining details will be resolved prior to Final Adoption.*
- b) The utilization of an amenity bonus through the provision of a cash in-lieu contribution in accordance with Section 4.5 of this report.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05, and will deposit \$13,841,448.96 prior to Final Adoption.*
- c) The granting of Section 219 Covenants in accordance with the subject rezoning and Rezoning Reference #15-28:

City Clerk
Rezoning Reference #16-51; Third Reading
2018 February 21..... Page 2


- restricting enclosure of balconies;
 - ensuring compliance with the approved acoustical study;
 - ensuring that the density of development of air space parcels and strata lots comply with the approved CD zoning and density allocation covenant for the site and to ensure that the overall site continues to function as a single, integrated development; and,
 - restricting the use of guest rooms.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05, and the requisite covenants will be deposited in the Land Title Office prior to Final Adoption.*
- d) The design and provision of units adaptable to persons with disabilities, the provision of customized hardware and cabinet work being subject to the sale/lease of the unit to a disabled person and with allocated disabled parking spaces.
- *The applicant has agreed to this prerequisite in a letter dated 2018 February 16, and the necessary provisions are indicated on the development plans.*
- e) Compliance with the Council-adopted sound criteria.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. An acoustic study has been approved by the Engineering Department – Environmental Services.*
- f) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A district energy pre-feasibility study has been approved by the Planning Department.*
- g) The submission of a sustainability report detailing the initiatives for Tower 2 to contribute towards the environmental commitment of LEED ND Gold for the entire Phase 1 Development.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A sustainability report has been approved by the Planning Department.*
- h) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A detailed Solid Waste and Recycling Plan has been submitted to the Engineering Department – Environmental Services and will be approved prior to Final Adoption.*

City Clerk
 Rezoning Reference #16-51; Third Reading
 2018 February 21..... Page 3

- i) The deposit of the applicable Parkland Acquisition Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- j) The deposit of the applicable GVS & DD Sewerage Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- k) The deposit of the applicable School Site Acquisition Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- l) The completion of Rezoning Reference #15-28 and #15-29.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05.*
- m) The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.
 - *The applicant has provided a letter of undertaking dated 2018 February 15 and the area plan notification signs are in place.*

As the prerequisite conditions to this rezoning are now substantially complete, could you please arrange to return this amendment bylaw to Council for Consideration and Third Reading on 2018 February 26, with Reconsideration and Final Adoption to follow when the prerequisites are completely fulfilled and Planning notifies you to that effect.

A copy of the Public Hearing minutes for this rezoning application is **attached** for information.


 b: Lou Pelletier, Director
 PLANNING AND BUILDING

JD:eb
Attachment

cc: City Manager

**PUBLIC HEARING MINUTES
HELD ON: 2017 May 30
REZ. REF. NO. 16-51
PAGE 1 OF 1**

**BURNABY ZONING BYLAW 1965, AMENDMENT
BYLAW NO.20, 2017 - BYLAW NO.13754**

Rez. #16-51

Portion of 9855 Austin Road

From: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

To: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled “Lougheed Town Centre – Phase 1 Tower 2” prepared by GBL Architects Inc.)

The purpose of the proposed zoning bylaw amendment is to permit the construction of the second of four residential towers on the Lougheed Core Area Phase 1 site within the Lougheed Town Centre Core Area.

Six letters were received in response to the proposed rezoning application:

Kristen Carlos, 5496 Norfolk Street, Burnaby

Kathleen Almeida, 4242 Kitchener Street, Burnaby

Paul Holden, Burnaby Board of Trade, 201-4555 Kingsway, Burnaby

David E. Lancaster, 7850 Kaymar Drive, Burnaby

Maggie Lee, 7991 Hunter Street, Burnaby

Carolyn Orazietti, Burnaby North Road BIA, 303-9940 Lougheed Highway, Burnaby

The following speaker appeared before Council and spoke in response to the proposed rezoning application:

Keith Kwan, 4126 Francis Street, Burnaby, appeared before Council and spoke in support of the proposed rezoning application noting that tower development in the Lougheed area will provide housing units to new immigrants, seniors and families. The speaker highlighted the ease of access to local amenities, businesses and rapid transit.

MOVED BY COUNCILLOR JOHNSTON

SECONDED BY COUNCILLOR VOLKOW

THAT this Public Hearing for Rez. #16-51, Bylaw #13754 be terminated.

CARRIED UNANIMOUSLY



INTER-OFFICE COMMUNICATION

TO: CITY CLERK 2018 February 21

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #16-52**
BYLAW #13785; AMENDMENT BYLAW NO. 29/17
High-Rise Apartment (Tower 3) in the Lougheed Town Centre Phase I Site
Lougheed Town Centre Plan
Third Reading

ADDRESS: Portion of 9855 Austin Road

LEGAL: Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans BCP5531 and EPP10716

FROM: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

TO: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre – Phase 1 Tower 3" prepared by GBL Architects Inc.)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2017 July 24;
- b) Public Hearing held on 2017 August 28; and,
- c) Second Reading given on 2017 September 11.

The prerequisite conditions have been partially satisfied as follows:

- a) The submission of a suitable plan of development.
 - *A virtually complete suitable plan of development has been submitted. A few remaining details will be resolved prior to Final Adoption.*
- b) The utilization of an amenity bonus through the provision of a cash in-lieu contribution in accordance with Section 4.5 of this report.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05, and will deposit \$8,328,422.40 prior to Final Adoption.*
- c) The granting of Section 219 Covenants in accordance with the subject rezoning and Rezoning Reference #15-28:

City Clerk
Rezoning Reference #16-52; Third Reading
2018 February 21..... Page 2

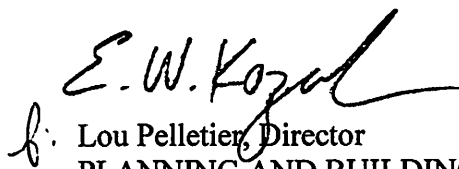
- restricting enclosure of balconies;
 - ensuring compliance with the approved acoustical study; and,
 - ensuring that the density of development of air space parcels and strata lots comply with the approved CD zoning and density allocation covenant for the site and to ensure that the overall site continues to function as a single, integrated development.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05, and the requisite covenants will be deposited in the Land Title Office prior to Final Adoption.*
- d) The design and provision of units adaptable to persons with disabilities, the provision of customized hardware and cabinet work being subject to the sale/lease of the unit to a disabled person and with allocated disabled parking spaces.
- *The applicant has agreed to this prerequisite in a letter dated 2018 February 16, and the necessary provisions are indicated on the development plans.*
- e) Compliance with the Council-adopted sound criteria.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. An acoustic study has been approved by the Engineering Department – Environmental Services.*
- f) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A district energy pre-feasibility study has been approved by the Planning Department.*
- g) The submission of a sustainability report detailing the initiatives for Tower 3 to contribute towards the environmental commitment of LEED ND Gold for the entire Phase 1 Development.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A sustainability report has been approved by the Planning Department.*
- h) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A detailed Solid Waste and Recycling Plan has been submitted to the Engineering Department – Environmental Services and will be approved prior to Final Adoption.*

City Clerk
 Rezoning Reference #16-52; Third Reading
 2018 February 21..... Page 3

- i) The deposit of the applicable Parkland Acquisition Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- j) The deposit of the applicable GVS & DD Sewerage Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- k) The deposit of the applicable School Site Acquisition Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- l) The completion of Rezoning Reference #15-28 and #15-29.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05.*
- m) The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.
 - *The applicant has provided a letter of undertaking dated 2018 February 15 and the area plan notification signs are in place.*

As the prerequisite conditions to this rezoning are now substantially complete, could you please arrange to return this amendment bylaw to Council for Consideration and Third Reading on 2018 February 26, with Reconsideration and Final Adoption to follow when the prerequisites are completely fulfilled and Planning notifies you to that effect.

A copy of the Public Hearing minutes for this rezoning application is ***attached*** for information.


 Lou Pelletier, Director
 PLANNING AND BUILDING

JD:eb
Attachment

cc: City Manager

**PUBLIC HEARING MINUTES
HELD ON: 2017 August 28
REZ. REF. NO. 16-52
PAGE 1 OF 1**

**BURNABY ZONING BYLAW 1965,
AMENDMENT BYLAW NO. 29, 2017 - BYLAW NO. 13785**

Rez. #16-52

Portion of 9855 Austin Road

From: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

To: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre – Phase 1 Tower 3" prepared by GBL Architects Inc.)

The purpose of the proposed zoning bylaw amendment is to permit the construction of the third of four residential towers on the Lougheed Core Area Phase 1 site within the Lougheed Town Centre Core area.

One letter was received in response to the proposed rezoning application:

Mr. Bill Zhang, Kin's Farm Market, Unit #206 – 9855 Austin Avenue, Burnaby

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR VOLKOW

THAT this Public Hearing for Rez. #16-52, Bylaw #13785 be terminated.

CARRIED UNANIMOUSLY

CITY OF BURNABY

BYLAW NO. 13827

A BYLAW to amend Bylaw No. 4742, being Burnaby Zoning

Bylaw 1965, as amended by Bylaw No. 13156, being Burnaby
Zoning Bylaw 1965, Amendment Bylaw No. 49, 2012

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 2015;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 42, 2017.**

2. Bylaw No. 4742, as amended by Bylaw No. 13156, is further amended as follows:

(a) The Map (hereinafter called "Map 'A'"), attached to and forming an integral part of Bylaw No. 4742, being "Burnaby Zoning Bylaw 1965", and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called "Map 'B'"), marginally numbered R.Z. 4118, annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map 'B'; and the various boundaries and districts shown upon said Map 'B' respectively are an amendment of and in addition to the respective districts, designated and marked on said Map 'A' insofar as the same are changed, modified or varied thereby, and the said

Map 'A' shall be deemed to be and is hereby declared to be amended accordingly and the said Map 'B' is hereby declared to be and shall form an integral part of said Map 'A', as if originally incorporated therein and shall be interpreted accordingly.

(b) The Comprehensive Development Plan more particularly described in Bylaw No. 13156 is amended in accordance with the adopted Development Plan entitled “EASTLAKE CAMPUS”, prepared by CHIP BARRETT ARCHITECT and on file in the office of the Director Planning and Building; and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plan as amended.

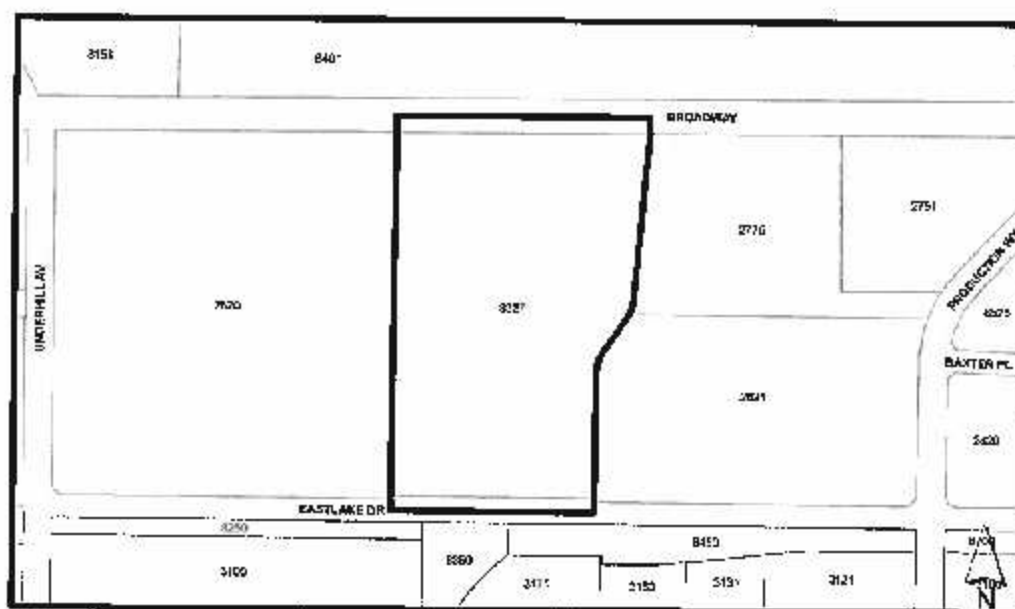
Read a first time this	day of	2017
Read a second time this	day of	2018
Read a third time	day of	2018
Reconsidered and adopted this	day of	2018

MAYOR

CLERK

REZ.17-19


LEGAL: Lot A, DL 57, Plan EPP35080



THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (————) IS (ARE) REZONED

FROM: CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines)

TO: Amended CD Comprehensive Development District (based on M5 and M5x Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines, and in accordance with the development plan entitled "Eastlake Campus" prepared by Chip Barrett Architect)

	PLANNING AND BUILDING DEPARTMENT	
	OFFICIAL ZONING MAP	Map "B" No. REZ. 4118
Date: DEC 05 2017 scale: 1:5,000 Drawn By: AY		



INTER-OFFICE COMMUNICATION

TO: CITY CLERK **DATE:** 2018 February 21

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #17-19**
BYLAW 13827; AMENDMENT BYLAW NO. 42/17
Minor increase in interior floor area
Lake City Business Centre
Third Reading

ADDRESS: 8327 Eastlake Drive

LEGAL: Lot A, DL 57, Plan EPP35080

FROM: CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines)

TO: Amended CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines, and in accordance with the development plan entitled "Eastlake Campus" prepared by Chip Barrett Architect)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2017 December 11;
- b) Public Hearing held on 2018 January 30; and,
- c) Second Reading given on 2018 February 05.


The prerequisite condition has been partially satisfied as follows:

- a. The submission of a suitable plan of development.
 - *A virtually complete suitable plan of development has been submitted. A few remaining details will be resolved prior to Final Adoption.*

As the prerequisite condition to this rezoning is now substantially complete, could you please arrange to return this amendment bylaw to Council for Consideration and Third Reading on 2018 February 26, with Reconsideration and Final Adoption to follow when the prerequisite is completely fulfilled and Planning notifies you to that effect.

City Clerk
Rezoning Reference #17-19
Third Reading
February 26.....Page 2

A copy of the Public Hearing minutes for this rezoning application is *attached* for information.


Lou Pelletier, Director
PLANNING AND BUILDING

LS:eb
Attachment

cc: City Manager

P:\49500 Rezoning\20 Applications\2017\17-19 8327 Eastlake Drive\Council Reports\Rezoning Reference 17-19 Third Reading 2018.02.26.Docx

**2) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 42, 2017 - Bylaw No. 13827**

Rez . #17-19

8327 Eastlake Drive

From: CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines)

To: Amended CD Comprehensive Development District (based on M5 and M5r Light Industrial District, B1 Suburban Office District, and Lake City Business Centre as guidelines, and in accordance with the development plan entitled "Eastlake Campus" prepared by Chip Barrett Architect)

The purpose of the proposed zoning bylaw amendment is to permit a minor increase in interior floor area.

No letters were received in response to the proposed rezoning application.

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR MCDONELL

THAT this Public Hearing for Rez. #17-19, Bylaw #13827 be terminated.

CARRIED UNANIMOUSLY

CITY OF BURNABY

BYLAW NO. 13828

A BYLAW to amend Bylaw No. 4742, being Burnaby Zoning

Bylaw 1965, as amended by Bylaw Nos. 11077, 13568, 13650, 13651, 13754, and 13785, being Burnaby Zoning Bylaw 1965, Amendment Bylaw Nos. 12, 2000, 1, 2016, 43, 2016, 44, 2016, 20, 2017, and 29, 2017

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 2015;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 43, 2017.**

2. Bylaw No. 4742, as amended by Bylaw Nos. 11077, 13568, 13650, 13651, 13754, and 13785, is further amended as follows:

(a) The Map (hereinafter called "Map 'A'"), attached to and forming an integral part of Bylaw No. 4742, being "Burnaby Zoning Bylaw 1965", and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called "Map 'B'"), marginally numbered R.Z. 4119, annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map 'B'; and the various boundaries and districts shown upon said

Map 'B' respectively are an amendment of and in addition to the respective districts, designated and marked on said Map 'A' insofar as the same are changed, modified or varied thereby, and the said Map 'A' shall be deemed to be and is hereby declared to be amended accordingly and the said Map 'B' is hereby declared to be and shall form an integral part of said Map 'A', as if originally incorporated therein and shall be interpreted accordingly.

(b) The Comprehensive Development Plans more particularly described in Bylaw Nos. 11077, 13568, 13650, 13651, 13754, and 13785, are amended in accordance with the adopted Development Plan entitled “LOUGHEED TOWN CENTRE – PHASE 1 TOWER 4” prepared by GBL ARCHITECTS INC. and on file in the office of the Director Planning and Building; and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plans as amended.

Read a first time this	day of	2017
Read a second time this	day of	2018
Read a third time	day of	2018
Reconsidered and adopted this	day of	2018

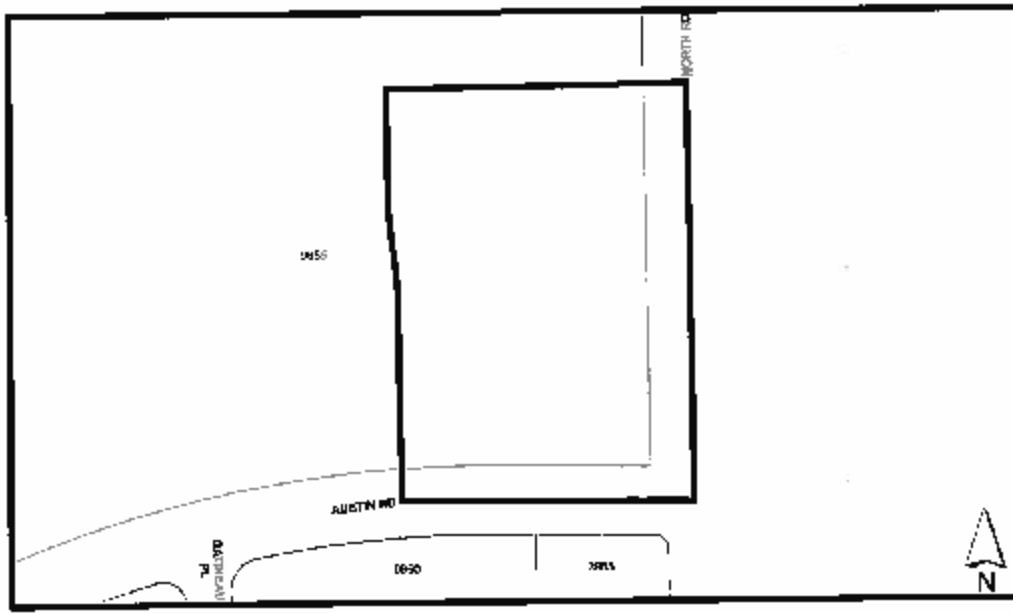
MAYOR

CLERK

BYLAW NUMBER 13828 BEING A BYLAW TO AMEND BYLAW
NUMBER 4742 BEING BURNABY ZONING BYLAW 1965

REZ.16-53


LEGAL: Portion of Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans BGP5531 and EPP10716



THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (——) IS (ARE) REZONED

FROM: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

TO: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre – Phase 1 Tower 4" prepared by GBL Architects Inc.)

	PLANNING AND BUILDING DEPARTMENT	
Date: NOV 17 2017	OFFICIAL ZONING MAP	Map "B" No. REZ. 4119
scale: 1:2,500		
Drawn By: AY		



INTER-OFFICE COMMUNICATION

TO: CITY CLERK 2018 February 21

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #16-53**
BYLAW #13828; AMENDMENT BYLAW NO. 43/17
High-Rise Apartment (Tower 4) in the Lougheed Town Centre Phase I Site
Lougheed Town Centre Plan
Third Reading

ADDRESS: Portion of 9855 Austin Road

LEGAL: Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans BCP5531 and EPP10716

FROM: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

TO: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled "Lougheed Town Centre – Phase 1 Tower 4" prepared by GBL Architects Inc.)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2017 December 11;
- b) Public Hearing held on 2018 January 30; and,
- c) Second Reading given on 2018 February 05.

The prerequisite conditions have been partially satisfied as follows:

- a) The submission of a suitable plan of development.
 - *A virtually complete suitable plan of development has been submitted. A few remaining details will be resolved prior to Final Adoption.*
- b) The utilization of an amenity bonus through the provision of a cash in-lieu contribution in accordance with Section 4.5 of this report.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05, and will deposit \$6,639,171.84 prior to Final Adoption.*

City Clerk
 Rezoning Reference #16-53; Third Reading
 2018 February 21.....Page 2

- c) The granting of Section 219 Covenants in accordance with the subject rezoning and Rezoning Reference #15-28:
- restricting enclosure of balconies;
 - ensuring compliance with the approved acoustical study; and,
 - restricting subdivision by strata plan unless and until a Section 219 covenant is registered on title to all the Tower 4 strata lots to prohibit the separate sale of the Tower 4 strata lots subject to the satisfaction of the following conditions:
 - a minimum of five years has elapsed since the issuance of occupancy for Tower 4, so as to ensure the tenure of the building remains rental for at least five years;
 - a parking ratio of 1.1 stalls per unit is provided for Tower 4, and/or such other applicable parking requirements under the City's Zoning Bylaw, to the satisfaction of the City;
 - the required parking is provided within a secure parking facility for residential use only and functions as a single integrated site, with easements or other agreements as necessary to secure the use and access of the required parking stalls;
 - received final adoption of a rezoning bylaw to amend the comprehensive development plan for Tower 4 based on the design and parking changes proposed and to review a tenant assistance plan;
 - received all other applicable City permits and approvals required in connection with the satisfaction of these conditions, including any required preliminary plan approval and building permit applications; and,
 - ensuring that the density of development of air space parcels and strata lots complies with the approved CD zoning and density allocation covenant for the site and to ensure that the overall site continues to function as a single, integrated development.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05, and the requisite covenants will be deposited in the Land Title Office prior to Final Adoption.*
- d) The design and provision of units adaptable to persons with disabilities, the provision of customized hardware and cabinet work being subject to the sale/lease of the unit to a disabled person.
- *The applicant has agreed to this prerequisite in a letter dated 2018 February 16, and the necessary provisions are indicated on the development plans.*

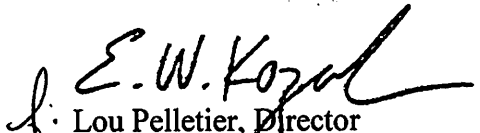
City Clerk
Rezoning Reference #16-53; Third Reading
2018 February 21.....Page 3

- e) Compliance with the Council-adopted sound criteria.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. An acoustic study has been approved by the Engineering Department – Environmental Services.*
- f) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A district energy pre-feasibility study has been approved by the Planning Department.*
- g) The submission of a sustainability report detailing the initiatives for Tower 4 to contribute towards the environmental commitment of LEED ND Gold for the entire Phase 1 Development.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A sustainability report has been approved by the Planning Department.*
- h) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05. A detailed Solid Waste and Recycling Plan has been submitted to the Engineering Department – Environmental Services and will be approved prior to Final Adoption.*
- i) The deposit of the applicable Parkland Acquisition Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- j) The deposit of the applicable GVS & DD Sewerage Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- k) The deposit of the applicable School Site Acquisition Charge.
 - *The applicant has agreed in a letter dated 2018 January 05 to make the necessary deposits prior to Final Adoption.*
- l) The completion of Rezoning Reference #15-28 and #15-29.
 - *The applicant has agreed to this prerequisite in a letter dated 2018 January 05.*

City Clerk
Rezoning Reference #16-53; Third Reading
2018 February 21.....Page 4

As the prerequisite conditions to this rezoning are now substantially complete, could you please arrange to return this amendment bylaw to Council for Consideration and Third Reading on 2018 February 26, with Reconsideration and Final Adoption to follow when the prerequisites are completely fulfilled and Planning notifies you to that effect.

A copy of the Public Hearing minutes for this rezoning application is *attached* for information.


Lou Pelletier, Director
PLANNING AND BUILDING

JD:eb
Attachment

cc: City Manager

P:\49500 Rezoning\20 Applications\2016\16-53 Twr 4 9855 Austin Rd\Rezoning Reference #16-53 Third Reading 2018.02.26.docx

**PUBLIC HEARING MINUTES
HELD ON: 2018 January 30
REZ. REF. NO. 16-53
PAGE 1 OF 1**

Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 43, 2017 - Bylaw No. 13828

Rez . #16-53

Portion of 9855 Austin Road

From: CD Comprehensive Development District (based on Lougheed Town Centre Core Area Master Plan and Lougheed Town Centre Plan as guidelines)

To: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines, and in accordance with the development plan entitled “Lougheed Town Centre – Phase 1 Tower 4” prepared by GBL Architects Inc.)

The purpose of the proposed zoning bylaw amendment is to permit the construction of the last of four residential towers on the Lougheed Core Area Phase 1 site, which incorporates a commercial space on the ground floor, within the Lougheed Town Centre Core area.

No letters were received in response to the proposed rezoning application.

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR MCDONELL

THAT this Public Hearing for Rez. #16-53, Bylaw #13828 be terminated.

CARRIED UNANIMOUSLY

CITY OF BURNABY**BYLAW NO. 13829**

A BYLAW to amend various sections of
the Zoning Bylaw

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 44, 2017.**
2. Burnaby Zoning Bylaw 1965, as amended, is further amended:
 - (a) by deleting “line of the lot” and replacing it with “lot line” wherever it appears, except in the definition of “Lot Line, Front”;
 - (b) at Section 3, Definitions by deleting clause (f) from the definition of “Accessory Use” and substituting the following:

“(f) neither the keeping of boarders or lodgers, the operation of a boarding, lodging or rooming house, the operation of a child care facility or home-based child care facility, the operation of a group home, private hospital or supportive housing facility nor the operation of a home occupation that includes on-site client services shall be permitted in a single family dwelling that contains a secondary suite, including within the secondary suite.”
 - (c) at Section 3, Definitions by deleting “other than a category B supportive housing facility” from the definition of “Amenity Space”;
 - (d) at Section 3, Definitions by adding the following definitions, in alphabetical order:

“APARTMENT” means a dwelling unit within an apartment building.”

“LOT, PANHANDLE” means a lot created under subdivision that gains street frontage through a narrow strip of land that is an integral part of the lot, but provides inadequate width for the siting of buildings.

- (e) at Section 3, Definitions by deleting the definitions of “Amenity Space”, “Category B Supportive Housing”, “Apartment Building”, “Dwelling Unit”, “Lot Line, Side”, “Motel or Auto Court”, “Yard, Front”, “Yard, Rear” and “Yard, Side”, and replacing them with the following, in alphabetical order:

“AMENITY SPACE, PRIVATE HOSPITAL AND SUPPORTIVE HOUSING FACILITY” means communal space in a private hospital or category A or B supportive housing facility that is provided primarily for the use of the residents of the facility for dining, recreation, social activity, personal services, meeting or lobby purposes, together with associated circulation areas.

“APARTMENT BUILDING” means a multiple family dwelling where dwelling units are primarily accessed via a common corridor.

“DWELLING UNIT” means one or more habitable rooms constituting one self-contained unit with a separate entrance, which is occupied or intended to be occupied as the permanent home or residence of one family only and contains not more than one kitchen or one set of cooking facilities.

“LOT LINE, SIDE” means a lot line that is not a front lot line or rear lot line.

“MOTEL OR AUTO COURT” means a group of two or more detached or semi-detached buildings, providing self-contained accommodation that is

primarily for transient motorists and which may have its own cooking facilities and bathroom with a water closet, wash basin and bath or shower.

“YARD, FRONT” means that portion of the lot, extending the length of the front lot line, between the front lot line and a line drawn parallel thereto. The depth of such yard shall mean the perpendicular distance between the front lot line and the parallel line.

“YARD, REAR” means that portion of the lot, extending the length of the rear lot line, between the rear lot line and a line drawn parallel thereto. The depth of such yard shall mean the perpendicular distance between the rear lot line and the parallel line.

“YARD, SIDE” means that portion of the lot, extending the length of the side lot line, between the side lot line and a line drawn parallel thereto. The width of such yard shall mean the perpendicular distance between the side lot line and the parallel line.”

- (f) at Section 3, Definitions by deleting the text “each of which is occupied or intended to be occupied as the permanent home or residence of one family only” from the definitions of “Dwelling, Multiple Family” and “Dwelling, Two Family”;
- (g) at Section 3, Definitions by deleting the text “which is occupied or intended to be occupied as the permanent home or residence of one family only” from the definition of “Dwelling Single Family”;
- (h) at Section 3, Definitions by adding the following to the end of the definition of “Lot Line, Front”:

“In the case of a corner lot that is also a through lot, the lot lines abutting two parallel or approximately parallel streets shall both be considered as front lot

lines, except where the lot is triangular or irregular in shape in which case only one front lot line need be provided along the shortest lot line abutting the street.”

- (i) at Section 3, Definitions by adding the following to the end of the definition of “Multi-Family Flex-Unit”:

“(f) may be occupied as the permanent home or residence of one additional family only.”

- (j) at Section 6.12(2.1), by adding the following after subsection (iii):

“(iv) where an adjacent lot is a panhandle lot, the panhandle lot shall be excluded and the two other nearest lots on each side of the lot shall be included in computing the average depth;

(v) where an adjacent lot is not in a R District, the adjacent lot and any lot beyond such adjacent lot (whether or not such lot is in a R District) shall not be used included computing the average depth.”

- (k) at subsection 6.20(5)(i) by deleting “category B supportive housing amenity space” and substituting “private hospital and supportive housing facility amenity space”;

- (l) at Section 206, by adding the following after subsection 206.13:

“206.14 Car Wash Stall:

One car wash with a “No Parking” sign affixed to it shall be provided for each 100 dwelling units”

- (m) at Section 308, by adding the following after subsection 308.11:

“308.12 Car Wash Stall:

One car wash with a “No Parking” sign affixed to it shall be provided for each 100 dwelling units”

(n) at Section 309, by adding the following after subsection 309.11:

“309.12 Car Wash Stall:

One car wash with a “No Parking” sign affixed to it shall be provided for each 100 dwelling units”

Read a first time this	day of	2017
Read a second time this	day of	2018
Read a third time	day of	2018
Reconsidered and adopted this	day of	2018

MAYOR

CLERK

CITY OF BURNABY

BYLAW NO. 13833

A BYLAW to close and remove the dedication of
a certain portion of highway

WHEREAS pursuant to section 40 of the *Community Charter* and section 120 of the *Land Title Act* the Council may by bylaw close part of a highway to traffic and remove the dedication of that part of the highway;

AND WHEREAS the Council, before adopting this Bylaw, has caused the required statutory public notice of its intention to be given by advertisement;

AND WHEREAS the Council deems it expedient and in the public interest to stop up and close to traffic and remove the dedication of that portion of highway more particularly hereinafter described;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY HIGHWAY CLOSURE BYLAW NO. 1, 2018.**
2. ALL AND SINGULAR that certain parcel or tract of land, situate, lying and being in the City of Burnaby, in the Province of British Columbia, more particularly known and described as all that portion of lane in District Lot 30, Group 1, New Westminster District, dedicated by Plan 50955, containing 91.0m² (hereinafter called "the closed portion of lane") shown outlined on Reference Plan prepared by Eugene Wong, B.C.L.S., and certified in the Land Title Office under Number EPP78406, a copy of which is hereunto annexed is hereby closed to all types of traffic.

3. The dedication of the closed portion of lane as highway is removed.

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Reconsidered and adopted this	day of	2018

MAYOR

CLERK

CITY OF BURNABY**BYLAW NO. 13835**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$59,979,554.20 as at the 31st day of December 2017, calculated as follows:

Balance in Fund at January 1, 2017		\$79,732,451.98
Add: Additions to the fund including interest earned to date		<u>\$76,234,351.36</u>
		\$155,966,803.34
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-39), less GST	\$94,182,961.00	
Appropriations for 2017 Other Projects less GST	\$1,649,900.00	
Transfer of Prior Year Bylaw Projects less GST	\$35,000.00	
Appropriations in previous years booked in current year	\$119,388.14	
		<u>\$ (95,987,249.14)</u>
Uncommitted balance		<u><u>\$ 59,979,554.20</u></u>

AND WHEREAS it is deemed desirable to expend \$3,584,000 to finance the 2018 January – Parks, Recreation & Cultural Services Capital Funding Bylaw Projects (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO.2, 2018.**
2. The sum of \$3,854,000 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$3,584,000 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Reconsidered and adopted by Council this	day of	2018

MAYOR

CLERK

CITY OF BURNABY**BYLAW NO. 13839**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$56,313,554.20 as at the 31st day of December 2017, calculated as follows:

Balance in Fund at January 1, 2017	\$79,732,451.98
Add: Additions to the fund including interest earned to date	<u>\$76,234,351.36</u>
	\$155,966,803.34
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-39), less GST	\$94,182,961.00
Appropriated by expenditure bylaws for 2018 (No. 1-2), less GST	\$3,666,000.00
Appropriations for 2017 Other Projects less GST	\$1,649,900.00
Transfer of Prior Year Bylaw Projects less GST	\$35,000.00
Appropriations in previous years booked in current year	\$119,388.14
	<u>\$ (99,653,249.14)</u>
Uncommitted balance	<u>\$ 56,313,554.20</u>

AND WHEREAS it is deemed desirable to expend \$450,000 to finance the Crosswalk at 7200 Cariboo Road Project (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO.3, 2018.**
2. The sum of \$450,000 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$450,000 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Reconsidered and adopted by Council this	day of	2018

MAYOR

CLERK

CITY OF BURNABY**BYLAW NO. 13840**

A BYLAW authorizing the expenditure of monies
in the Local Improvement Fund

WHEREAS there is an uncommitted balance in the Local Improvement Fund established pursuant to Bylaw No. 4084 of \$11,953,631.72 as at the 31st day of December 2017;

AND WHEREAS Council has adopted a program for the construction of street upgrade including road paving, curb and gutter, sidewalks, boulevard and street trees on MacPherson Avenue from Rumble Street to Neville Street and has enacted the following Construction Bylaw for the undertaking of works at the costs set out:

<u>Bylaw No.</u>	<u>Amount</u>
13832	\$ 213,000

AND WHEREAS it is deemed desirable to expend \$213,000 of the said balance for the Roadworks program (hereinafter called "the said works") and to repay to the said Local Improvement Fund from current revenues over a fifteen year period that amount together with interest at the annual interest rate applicable to internal borrowing;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY LOCAL IMPROVEMENT FUND EXPENDITURE BYLAW NO. 2, 2018.**
2. The sum of \$213,000 is hereby appropriated from the Local Improvement Fund to

be expended on the said works; and such sum, together with interest at the annual rate applicable to internal borrowing, shall be repaid to the Local Improvement Fund over a fifteen year period.

Read a first time this	day of	2018
Read a second time this	day of	2018
Read a third time this	day of	2018
Reconsidered and adopted by Council this	day of	2018

MAYOR

CLERK

P:\42000 Bylaws\42000-20 Bylaws\Local Improvement Fund Expenditure Bylaw\13840. No. 2, 2018 - LASP Expenditure-2018 Roadworks project 18-005 resident initiated.docx